

PROCEDURE FOR THE MANAGEMENT OF VOLUNTEERS

At North Adelaide Primary we believe that volunteers make a significant contribution to our school community and student learning. Their expertise, interests and abilities complement our school programs and provide opportunities for a wider range of interactions and experiences for students.

Volunteers may be engaged in the following areas of school life:

- Overnight camps / sleep overs.
- Working one-on-one with children.
- Acting as a coach or manager of teams or groups.
- Working in the resource centre or school office.
- Acting as a member of school committees, Governing Council.

PROCESSES USED TO APPROVE VOLUNTEERS

DCSI Screening

Over the past couple of years there has been significant change in Child Protection legislation that has direct implications for school procedures.

The Education Department has introduced the expectation that adult volunteers in schools need to have a police check.

The information being sought relates to offences that could impact on student well-being.

The information is provided to the Education Department, and the school does not receive any information except a statement of clearance to work or volunteer in education/children's service programs.

Sport coaches, LAP volunteers, parents attending school camps and Governing Council members have all needed to have a screening check, and now the screening checks will be extended to all volunteers who regularly help in schools, offering support in the classroom and going on excursions.

The clearances are valid for 3 years. If you already have a clearance letter, please provide a copy to the School Office for our records.

If you wish to volunteer at the school and to apply for a Police Clearance (cost of screening to be borne by the School) please approach our Administration Office staff.

thank
you

RAN Training

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfil their responsibilities with respect to Responding to Abuse and Neglect (RAN).

To assist with this, the School periodically holds RAN Training sessions. It is a requirement that all volunteers attend a RAN Training session.

Volunteer Agreement

School and volunteer responsibilities are outlined on the Volunteer Agreement form. These are available from the School Office, and must be read and signed prior to commencement as a volunteer.

The Principal's decision is final in determining who is eligible to work as a volunteer.

If concerns arise about a volunteer, feedback will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion.

NORTH ADELAIDE PRIMARY'S RESPONSIBILITIES TO VOLUNTEERS

At North Adelaide:

- a staff member will be allocated to supervise each volunteer.
- volunteers will be provided with full induction training that will include mandatory reporting, WHS procedures and duty of care to students.
- supervising staff will meet their duty of care to students by supervising any situation where volunteers are working with students.

- supervising staff will be available to discuss volunteer's concerns as they arise.
- staff will inform volunteers of any change to their area of work or time commitment.

VOLUNTEER RESPONSIBILITIES

Volunteers must:

- register via the volunteers sign in book on arrival and departure
- let the school know if they are unable to attend
- wear the provided name badge at all times
- maintain a positive relationship with the supervising teacher
- refer student behaviour issues to the supervising teacher.

Volunteers working in a coaching capacity, without a staff member present, will always be with another adult.

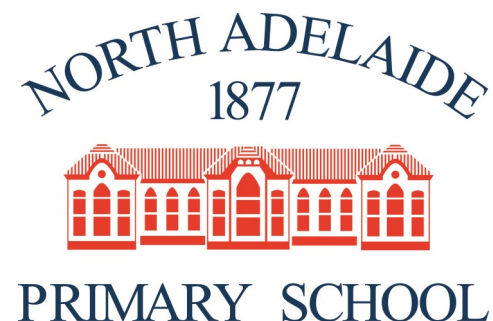
Volunteers must not:

- work unsupervised with students
- be involved with toileting students
- encourage affection or dependency from children and students, eg. by giving gifts.

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