

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.



DECD (Department of Education and Child Development) requirement for volunteers who are engaged in the following

- *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 offices
- *Member of school committees, Governing Council

Processes Used to Approve Volunteers

At North Adelaide, volunteers will need to agree to a criminal history check organised by the school.

Consent to:

Completing the Volunteer Agreement

Attend a volunteer training session

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



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, OHS&W procedures and duty of care to students.

Supervising staff will be available to discuss volunteers concerns as they arise.

Supervising staff will meet their duty of care to students by supervising any situation where volunteers are working with students.

Staff will inform Volunteers of any change to their area of work or time commitment



Volunteer Responsibilities

Volunteers must:

Refer student behaviour issues to the supervising teacher.

Sign the Volunteers 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.

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.

Volunteers must have a criminal history check every three years.

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.

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
1877



PRIMARY SCHOOL

Procedures for the Management of Volunteers

North Adelaide Primary School

62 – 80 Tynte Street

North Adelaide 5006

Phone 82671644

dl.0179.info@schools.sa.edu.au

www.nthadelaideps.sa.edu.au