



POLICY: VOLUNTEERS' POLICY

Approved:	May 2009
Reviewed:	Sept 2011
Next Review:	April 2013
Audience:	Staff, Volunteers

Thank you for volunteering your time to work at Peace Primary Lutheran School. Volunteers play a vital role in the life of the school and we are most thankful to those who give of their time and talents in this way.

As a Christian School we are guided by love and respect for others. At the same time, the school is a workplace required by law to follow certain procedures to ensure a safe environment. This policy gives you expectations and procedures to ensure your enjoyment and safety when you are working at the school, as well as the enjoyment and safety of the children. If you have any further questions please do not hesitate to ask.

Definition:

Volunteer school worker mean a person who without remuneration or reward voluntarily engages in school activities

Preamble

When children begin their schooling at Peace Lutheran Primary School, teachers and parents must become partners in facilitating their child's learning. One the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

At Peace we welcome the involvement of community members in our school. Volunteers in particular enable our school to offer educational services and facilities to our students and staff at a higher standard than would be attainable without their help.

Some children may not be ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

Purpose

Volunteers are an important part of our school. This policy sets out **expectations, responsibilities** and **procedures** to be followed at Peace Lutheran Primary School to uphold its duty of care to the students, staff and volunteers. The policy aims to highlight the importance and value of volunteers at our school. This statement also aims to ensure a safe, stimulating and rewarding experience for both volunteers and the students and staff with whom they interact

General Information and Expectations

- If the volunteer is a parent of the school, by law they are exempt from holding a blue card but it is requested that they remain in the designated classroom under the supervision of nominated teacher/s. Volunteers are asked not to wander throughout the school or other offices during their time on site.
- Our blue card requirements for volunteers differ for camps. If volunteers are needed as extra adult helpers on camp Peace gives parents who have children with special medical needs and parents with blue cards preference to attend camps over non blue card holders. This is done in accordance with our Risk Management Policy to ensure minimal risk to students.
- If the volunteer is not a parent of the school, (eg sport representatives, coaches, speakers) they must supply evidence of holding a current blue card to be eligible to assist in classrooms/outside sport etc
- The school's insurance policy covers volunteer workers. If volunteers are ever injured while working at the school, this is to be reported to the school office. For your future protection it may be appropriate to complete an incident report.

The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students
- Records will be kept of a volunteer's training and work details as per the Work Place Health and Safety Officer's recommendation. If deemed necessary by the supervising teacher, volunteers can be trained to use electronic equipment (photocopiers, laminators, binding and shredding machines)
- Volunteers will be provided with full induction training that will include discussions on:
 - Evacuation procedures
 - Familiarization of relevant policy documents
 - Duty of Care responsibilities to student
 - Confidentiality requirements
 - Code of Conduct
 - Training specific to the area of volunteer work – use of electronic equipment
 - General Expectations

The Lutheran Church has a Policy and Action Plan for responding to complaints of sexual abuse/harassment by church employees. The pamphlet "A Safe Place" outlines such procedures and is available from the school office

Procedures

- Before a volunteer worker begins volunteer work at the school their name must be given to the administration officer along with a copy of their blue card for the volunteers register (if applicable).
- Before commencement of volunteer work each volunteer will sign a **Volunteers Agreement** form and participate in a Volunteers Induction session with the staff member with whom they will be working.
- When a volunteer arrives at the school the following steps must be adhered to:
 - 1. Sign in at the office and collect a volunteer name badge to be worn at all time whilst volunteering at the school**
 - 2. Go directly to the classroom/area where they are assisting**
 - 3. When finished, immediately sign off and hand in the name badge and leave the grounds directly.**

All volunteers will read and agree to comply with all relevant **school policies** before volunteering at the school. Relevant School Policies that must be familiar to volunteers

- Volunteers policy
- Critical Incident Management Plan
- Workplace Health and Safety Policy
- Sexual Abuse Policy
- Anti-bullying and harassment policy
- Child Protection Policy – child abuse
- Restorative justice Policy
- Sunsmart Policy
- **Use of Facilities** - volunteers shall use the staff toilet facilities located in the Stage 3 toilet block or the Church toilet facilities. Student toilet areas are not to be used at any time by adults. Volunteers are only to use the staffroom facilities if invited to do so by the supervising teacher. The supervising teacher should inform office staff of their attendance in the staffroom.
- Talk with the teachers so that you understand what is required of you. To be most effective it is important that you know strategies that will foster children's learning rather than doing it for them.

Volunteers responsibilities to the school

- Volunteers should read and comply with the Code of Conduct for Parents statement
- Volunteers must at all **times respect the privacy, dignity, and wishes of our children.** For volunteers, respecting the rights of children means they must not:
 1. Work unsupervised with students.
 2. Be involved in toileting students or assisting with change rooms/sickrooms
 3. Have unsupervised contact with students during break times.
 4. Encourage affection from or dependency in students eg. giving presents
 5. Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
 6. Use inappropriate language when speaking to students or staff.
 7. Display bullying or intimidating behaviours towards students.

- Volunteers should make every effort to commit to the help offered. Try to be on time – a classroom schedule is very tight and teachers make the most of every minute. (please give the classroom teacher adequate notice if you are unable to attend at your rostered time)
- Providing the most effective assistance means not having younger children with you. If you are unable to arrange care, please discuss this with the classroom teacher.
- If assisting in your child's classroom be aware that you are there for all of the children, not just your own. You may need to discuss appropriate behaviours with your child so that they understand the boundaries in this situation.
- Volunteers should respect that at all times the teacher is in charge - if volunteers have a question or concern please discuss it with the supervising teacher. Volunteers will be at all times be supported and guided by their supervising teacher and are to seek help from the teacher to maintain appropriate learning programs and interactions in the classroom
- Volunteers should be loyal to Peace Lutheran by upholding its standards and performing duties according to the school's policies and mission statement.
- As we are a sunsmart school volunteers are to use adequate sun protection if working outside, - wide brim hat, sunscreen, sunglasses and clothing appropriate for the weather conditions
- Private conversations between volunteers are to be conducted outside of the classroom so as not to distract the teachers or students. Cell phones are to be turned off in the classrooms. Urgent contact with volunteers can be gained through the school office – Phone number: 54620700
- Volunteers will dress in a clean and tidy manner, appropriate for working with children.
- Volunteers are not to carry out their duties or act on behalf of Peace Lutheran Primary School if under the influence of alcohol, drugs or medication which impairs their judgement. Smoking on our premises is prohibited by law. Alcohol is not permitted on the premises without the permission of the principal.
- **Confidentiality** is of the upmost importance the volunteer's association with teachers and students. What is seen and heard at the school is private. Volunteers are in a unique position when volunteering in the classroom information gathered is not to be shared. No volunteer helpers have the right to take private matters outside the school. Likewise, discussions of behaviour, ability and learning difficulties are professional matters not to be indulged in. Students you observe in the classroom or in the playground cannot be discussed with other parents. Questions regarding students at Peace must always be referred to the child's teacher or principal.



PEACE LUTHERAN PRIMARY SCHOOL VOLUNTEER AGREEMENT

As a volunteer at Peace Lutheran Primary School I agree to:

1. Work as a volunteer in the area/s of
under the supervision of
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school.
3. Receive any necessary training or support to ensure I provide adequate classroom support
4. Abide by the terms and conditions detailed in the volunteer policy and the Code of Conduct.

As a volunteer

5. I have read and discussed the volunteer policy and handbook with my supervising staff member and I understand the responsibilities outlined
7. I understand that if I breach any of the agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed Name

Date

SCHOOL PRINCIPAL (OR DELEGATE)

Signed Name

Date Title

Cancellation of Agreement

All volunteers are at the school by invitation. When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper repeatedly

PEACE LUTHERAN PRIMARY SCHOOL

VOLUNTEERS INDUCTION CHECKLIST

Year:.....

Name:.....

Introductions to:

- Teaching Staff
- Peace Office staff
- Ancillary staff

Safety

Fire and emergency plan

- First aid facilities
- Incident reporting
- Hazard reporting

Facilities

- Parking
- Classrooms
- Toilets
- School boundaries
- Areas of duty

Peace School Information

- Volunteers policy
- Volunteer code of conduct
- Volunteer Information
 - Use of school phones and facilities
 - Action when sick
 - Dress code
- Lutheran church and its schools (LCA document)
- Critical Incident Management Plan
- Workplace Health and Safety Policy
- Anti bullying and harassment policy
- Sexual Abuse Policy
- Child Protection Policy
- Restorative justice Policy
- Sunsmart Policy