



Information for Volunteers at Reidy Park Primary School

Thank you for offering to support our school as a volunteer. Our school's volunteers are involved in a wide range of programs and services including coaching sporting teams, helping children in class activities and membership of Governing Council. The purpose of this information is to provide you with an overview of your role as a volunteer at our school. If you have any queries or concerns please contact the school.

Department for Communities and Social Inclusion (DCSI) Screening

What is relevant history screening?

It is a screening process undertaken by the Department for Communities and Social Inclusion (DCSI) Screening unit that involves checking the person's criminal history and any other relevant information that is lawfully available to the Screening unit.

Examples of when a screening is not required for volunteers:

- parents or guardians who volunteer in connection with an activity that involves their own child (such as volunteering within their child's own class).
- one-off guest appearances such as presentations and concert performances that are supervised by screened staff – eg teachers.
- parents involved in one off events such as sports days, working bees and whole of school events including a swimming program which their child is attending.
- parents or guardians volunteering on a Governing Council that is not the employing authority of an OSHC service (Reidy Park Governing Council is not the employing authority of the OSHC service located at the school).

Examples of when a screening is required:

- parents or guardians attending overnight camps or school sleepovers.
- those in close contact with students with disabilities in special classes or schools.
- sports coaches who are not parents or guardians of a child in the team.
- parent volunteers, if their own child is not involved in the service or activity.

Applying for a relevant history screening.

DECD have an online screening tool at www.decd.sa.gov.au that will clarify the requirements for people seeking information about volunteering in schools. Once a volunteer has been approved through this screening process, the clearance lasts for 3 years. You can also contact the Front Office staff for further assistance and information.

Responding to Abuse and Neglect – Education and Care (RAN-EC) Training

The Children's Protection Act requires DECD staff and volunteers to notify the Department for Families and Communities, through the Child Abuse Report Line (131 478) if they suspect on reasonable grounds that a child has been or is being abused or neglected. Information about these

expectations are covered in via the Responding to Abuse and Neglect – Education and Care (RAN-EC) training.

All volunteers who provide ongoing assistance with education sites and must participate in the RAN-EC session.

An ongoing volunteer can be someone who helps on a regular or irregular basis. This might mean:

- once a week
- once a fortnight
- every day for a term
- once a term
- whenever they can fit it in around other commitments.

The RAN-EC session for volunteers can be delivered face-to-face or via an online session. The online training can be accessed through:

<https://www.plink.sa.edu.au/pages/signup.jsf>

You will need to initially set up an account on this website prior to undertaking the online course (which takes approximately 90 minutes to complete). During the year the school will offer face to face RAN-EC training.

Confidentiality and privacy

During the course of volunteering, some volunteers may be given access to private and confidential information, or as mentioned above, experience a behaviour management issue. If so, volunteers are expected to treat this information in a respectful and suitable manner and not discuss it in other forums.

Out of pocket expenses

Volunteers are not required to purchase any items relating to their role unless it has been previously negotiated with the class teacher/principal. If this occurs volunteers are required to keep a receipt of their purchase/s and provide it to our school's finance officer who will reimburse the volunteer as soon as possible. Purchases made by the volunteer for private use should be recorded on a separate receipt if shopping at the same location. The cost of fuel is generally not reimbursed to volunteers when transporting students.

Supervision

The level of supervision of volunteers will vary according to the work performed. It is not possible to describe all possible scenarios that could arise regarding supervision: staff will need to make a judgement call as to the relative risks of each situation. It is recommended that volunteers, when working with children, are either visible to a staff member at all times or can be viewed quickly and easily. It is not suggested that volunteers be left alone in a separate classroom or building, be involved in duties associated with change rooms, sickrooms or toileting.

Record Keeping

Schools are required to maintain accurate volunteer management records. We request the following information from our volunteers:

- Relevant History Screening documentation
- Confirmation that the volunteer has accessed the child protection information session and received the accompanying handbook.
- If you assist with student transport: Current drivers licence, car registration and compulsory third party registration sighted (copy kept on file for the school).

Occupational Health, Safety and Wellbeing

Volunteers are not expected to perform a role that they are not comfortable with, e.g. heavy manual work. If they have a concern then they must speak to the teacher/principal who they are assisting. Our school has a range of practices in place that you need to be aware of, these include:

First Aid

If a volunteer suffers an injury or a student they are working with suffers an injury, they are to report it immediately to either the child's class teacher or principal. A first aid kit is located in each classroom and the sick room (located in the office/admin area).

In-vacuation and Evacuation Procedures

- In-vacuation

Alarm for invacuation is short blasts of siren (more than 5 blasts). In the event of this being either inappropriate or impossible, a whistle or air horn will be blown

Volunteers should:

- move to the nearest classroom with any students they are assisting and report to the class teacher.
- Stay in the room and seat children on the floor away from windows.
- Follow up action to be decided by the principal/teacher in charge.

- Evacuation

Alarm for Evacuation is a continuous blast of the siren. In the event of this being either inappropriate or impossible, a whistle or air horn will be blown.

Volunteers should:

- Move to the evacuation area located on the oval with any students that they are assisting and report to the class teacher.
- Follow up action to be decided by the principal/teacher in charge.

Hygiene and Safe Food Practices

Volunteers working with food or in a food preparation area are required to follow appropriate instructions/information on display in the canteen area.

Duty of Care

Children working with volunteers are expected to display appropriate and respectful behaviour. If a volunteer is concerned about a child's behaviour then they need to immediately speak to the child's teacher.

Car Travel

Where a volunteer assists with transport of children or students, they must have a current driver's licence, compulsory third party insurance and registered vehicle. When you bring in your driver's licence, we can check your vehicle registration at the same time by going to the 'ezyreg' website and typing in your licence plate details. If your vehicle registration is up to date, you will be covered by compulsory third party insurance. Parent consent for their child to travel in a private car must be sought and it is not recommended that individual students travel in a car alone with an adult.

Insurance

The government's self-insurance arrangements are available to volunteers. Any liability to a third party arising from the action or advice of a volunteer acting in accordance to their instructions is treated as if the action or advice were that of an employee. Further information can be obtained from: 'Standard 1 Volunteers in Government Agencies Appendix 1 – Insurance arrangements' from the Commissioner for Public Employment. The Legislation and Legal Services Unit, 31 Flinders Street, Adelaide 5000.

Role Description

The role of volunteers can vary, with all volunteers expected to display appropriate behaviour. For our school, volunteers mainly assist in:

- Classroom Support

Volunteers support classroom activities when requested by the class teacher. The class teacher provides guidance in regards to the role of the volunteer.

- Transport of students

Volunteers assist with transport of students to support their attendance at sports events, excursions and other school events such as choir. Parents are required to provide the appropriate documentation before undertaking this role.

- Camps & Excursions

Volunteers assist teachers with supervision and student care needs. A description of the event is provided to volunteers as these events occur.

- Sport

Volunteers assist with coaching and managing of sporting teams.

- Governing Council

Governing Council is a consultative group that meets twice a term to discuss issues pertaining to the school.

- Working bees

Working bees are held on an as needs basis.

Complaints

If a volunteer has a concern or complaint they are to refer to our school's website where the following information is located:

- 'School grievance policy' and 'Making a complaint' process.