



# Brighton Primary school

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## VOLUNTEER POLICY

### GUIDELINES AND PROCEDURES

#### PHILOSOPHY

At Brighton Primary School we believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

#### SUPERVISION OF VOLUNTEERS

All volunteers need supervision appropriate for the work they are performing. For volunteers working with students, the volunteer must be directly supervised at all times. This means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or is to assist in toileting, feeding, medicating or supervising students in the sick room. When volunteers are transporting students the students should travel in groups individual students should not travel in a vehicle with a volunteer.

Where a volunteer does not have direct contact with students the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the Workplace Health and Safety requirements.

#### RESPONSIBILITIES OF VOLUNTEERS

Students are a vulnerable group due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect. The safety of children and young people is of paramount concern, and shall not be overridden by any other interests.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with students
- Be involved in personal care of students
- Have unsupervised contact with students during breaks
- Encourage affection from or dependency in students (eg giving presents)
- Have intentional physical contact with students
- Display bullying or intimidating behaviours towards students

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising teacher
- Refer all requests to access school files to the supervising teacher

- Sign the log in folder for volunteers on arrival and departure
- Wear the provided badge at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitments
- Maintain confidentiality at all times

### **CATEGORIES OF VOLUNTEERS**

There are two categories of volunteers at Brighton Primary School: **GROUP ONE**  
DCSI CRIMINAL HISTORY SCREENING  
REQUIRED

- Working in the canteen
- Members of Governing Council
- Camp supervision
- Support in the Disability Unit
- Library volunteers
- Parent drivers (regular)
- Excursion supervision
- Regularly providing classroom support (listening to reading or other daily class chores)

**GROUP TWO**  
DCSI CRIMINAL HISTORY SCREENING  
NOT REQUIRED

- Guest Speakers (one off)
- Work experience students
- One time support at whole school events such as sports day, walkathon, swimming carnival
- Participation in working bees

There may be volunteers that provide services other than those identified in the above lists. It is the Principal's responsibility to assess the need for a Criminal History Screening Check based on the DECD Criminal History Screening Policy Guidelines and the likely risks including the regularity and proximity of contact with students.

**PLEASE NOTE THAT THE DCSI CRIMINAL HISTORY SCREENING IS THE ONLY ACCEPTED SCREENING**

Where opportunities for volunteering exist, volunteers will be required to complete induction training, Criminal History Screening and sign an agreement before they commence volunteer work. Induction for Volunteers is offered twice each year, in Term 1 and Term 3. Volunteers must complete induction training prior to undertaking a formal volunteer role. Volunteers working in the Canteen will participate in induction training provided by canteen staff and do not need to complete the school based volunteer induction training.

The Principal's decision is final in determining whether opportunities for volunteering exist.

### **COST OF CRIMINAL HISTORY SCREENING**

For Parent/Carer Volunteers in Group One, Brighton Primary School will cover the cost of the screening.

For other people requiring screening, the school will advise the volunteer the best way to manage that process.

## SCHOOL RESPONSIBILITY TO VOLUNTEERS

The school will:

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details
- Provide volunteers with induction including:
  - Responding to Abuse and Neglect Training for Volunteers
  - Workplace Health and Safety procedures
  - Confidentiality requirements
  - Training specific to the area of work
- Match volunteers to work specific to their skills, interest, time commitments and health status
- Make changes to work or time commitments in full consultation with the volunteer
- Have staff available to discuss volunteer concerns
- Provide a role statement

## CANCELLATION OF AGREEMENT

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

- There is no suitable work available
- The Volunteer fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- The Volunteer behaves towards students, parents or staff in a manner deemed inappropriate or improper
- The Volunteer repeatedly fails to meet commitments without notice to the school

