



Version	1.1
Status	Active
Policy Officer	Deputy Principal
Approved by Leadership Team	25/7/19
Approved by Governing Council	16/9/19
Review Date	15/9/22

VOLUNTEER POLICY

1. POLICY DETAIL

1.1 PURPOSE

To support all volunteers working at Craigmore High School including volunteers in the Canteen managed by Metro Canteens. To ensure that all volunteers working at Craigmore High School are encouraged and supported and their contribution is acknowledged and valued.

1.2 LINKS TO DfE POLICY

<https://edi.sa.edu.au/library/document-library/controlled-policies/volunteer-policy>

1.3 OUT OF SCOPE

Governing Council members and committee members are **not** covered by this policy nor are work experience or placement personnel.

2. ROLES AND RESPONSIBILITIES

2.1 RESPONSIBILITIES & EXPECTED BEHAVIOUR

At Craigmore High School our volunteering program is operated in accordance with the principles of conduct for South Australian Public Sector Volunteers, detailed in attachment B of the Guideline of the Commissioner for Public Sector Employment - Volunteers.



26102016-Volunteer-Guideline-Version

2.2 RECRUITMENT, SELECTION AND SCREENING

The recruitment, selection and screening of volunteers will be undertaken in accordance with anti-discrimination and equal opportunity related legislation, policies and practices.

If a volunteer opts out of signing the declaration they cannot volunteer at the site. If any concerns are raised by the responses on the application form, a meeting with the site leader must be made to assess the person's suitability before they can start. At least one referee will be contacted before the suitability check is complete. All volunteers will be interviewed on an informal basis, to ascertain their suitability for and interest in the tasks that they will be given to undertake and to assess whether the goals of the volunteer can be achieved.



volunteer-application-form.docx

Volunteers must have position descriptions which will include supervision requirements but may also include: summary of the position, a title, list of responsibilities and duties and any training required. The site's Personnel Advisory Committee (PAC) will be advised of and consulted to the current role descriptions of identified volunteer positions. All volunteers must complete and sign the standard DfE volunteer agreement.



volunteer-agreement.docx

Volunteers will only be engaged to complement, not replace, the work of paid staff. Volunteers will not be asked to perform tasks:

- They are untrained, unqualified or too experienced to undertake
- Which put themselves or children and young people in a potentially vulnerable or unsafe situation
- Where there is a conflict of interest

2.3 WORKING WITH CHILDREN CHECKS

Screenings are no longer required for parents or carers if their child is in direct receipt of their services (excluding overnight camps, disability services, billets and homestays). Non parent or guardian volunteers and parents or carers involved in the above excluded activities must have a current working with children check, which is sighted by the Principal (or delegate) and a copy kept on file. All prospective volunteers will be informed of the reason for working with children checks. Working with children checks are not required for one off guest presentations such as guest speakers, concert performers or for attendance at one off events such as sports days or whole of school events.

2.4 INDUCTION

All volunteers are required to complete DfE's online volunteer induction as well as have access to an orientation and induction process which introduces them to the site environment and identifies any training needs required to successfully perform the task and meet legislative requirements. Topics to be covered (but not limited to):

- Child protection
- Duty of Care to students
- Public sector code of ethics
- Work, Health and Safety
- Confidentiality
- Reimbursement of out of pocket expenses
- Use of Government equipment and services
- Training
- Complaint management
- Volunteer contact person

All volunteers will be provided with a badge that clearly shows they are a volunteer as well as their name. This badge must be worn whenever volunteering for the DfE.

2.5 REQUIRED TRAINING

All volunteers must do the Responding to Abuse and Neglect – Education and Care (RAN-EC) training for volunteers either face-to-face or online. All volunteers must be given cultural awareness information and volunteers should be invited to attend any site-based training on Aboriginal cultural competency.

2.6 SUPERVISION

Supervision and support is an ongoing and important aspect of volunteer management. The level of supervision of volunteers will vary according to the work performed. Where working directly with children and students the volunteer must be visible to a staff member at all times. Volunteers must not:

- Be left alone in a separate classroom or building
- Be involved in duties associated with change rooms, sickrooms or toileting
- Be sent on a student excursion without a supervising staff member

2.7 RECORD KEEPING

Craigmore High School will keep accurate volunteer management records. The following information will be recorded:

- Full contact details of the volunteer
- Selection / screening process documentation
- Working with children check certificate
- Volunteer position role description
- Confirmation that the volunteer has accessed the child protection information session and received the accompanying handbook
- A record for each day on which the volunteer is participating at the site
- Rolls kept of the student working with the volunteer
- Names of staff members to whom the volunteer reports
- Dates and details of any concerns raised by the volunteer and actions taken (including any grievance / complaint resolution documentation)
- Dates and details of any concerns raised by others about the volunteer and action taken
- Any changes to the original work description and additional screening if conducted
- Attendance and training records

The Principal will monitor and report on the extent of the contribution volunteers make to the site.

2.8 SUPPORT AND RECOGNITION

Volunteers are free to discuss any questions about their volunteer work or any concerns at all with the Principal or Volunteer Contact Person. Volunteers will be given ongoing and regular feedback and support about their work.

2.9 INSURANCE

Uniform personal accident cover is available to volunteers who assist the department under the government's insurance and risk management arrangements administered by the South Australian Government Financing Authority through SAicorp. Volunteers are not employees and, therefore, must not use Workers Compensation forms to report accidents or make claims. SAicorp requires details of volunteer tasks and numbers of all volunteers on an annual basis.