

Philosophy

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.

Hampstead Primary School enjoys the support of volunteers in a range of activities such as supporting the Stephanie Alexander Kitchen/Garden program, Classroom support, excursions, Governing Council and administrative duties.

Volunteer Selection Procedures

The Principal/Delegate will assess volunteers for their suitability to work at the School. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to have an up-to-date police clearance and volunteer RAN training.

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

Sequence of Steps for Volunteers

1. Make informal contact with the School to ascertain School needs re volunteers.
2. Retrieve Volunteer Information Pack
3. Complete volunteer role description and provide a copy of police clearance and RAN certificate.
4. Meet with a supervising staff member to discuss their role.
5. Complete induction training.

The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and police clearance.
- Volunteers will be provided with induction training that will include:

- Occupational Health Safety and Welfare procedures
 - Duty of Care responsibilities to students
 - Confidentiality requirements
- Volunteers may request a reference from the school giving details of their involvement.

Procedures for the management of volunteers

- 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.

Volunteers' Responsibilities

- The volunteer's most important responsibility relates to his/her duty of care to students. Students are a vulnerable group generally, 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.
- For volunteers, respecting the right of children means they must not:
 - work unsupervised with students
 - be involved in toileting students or assisting with change rooms/sickrooms
 - have unsupervised contact with students during break times
 - encourage affection from or dependency in students eg by giving presents
 - have intentional inappropriate physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
 - 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 visitors' book on arrival and departure.
 - Wear the provided name badge at all times.
 - Notify the School as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of Agreement

When concerns arise about volunteer, opportunities 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 fails to meet commitments without notice to the School.

Out of pocket expense

- If you would like to purchase an item for a task you are doing or part of please consult with the school principal who will grant permission if the product can be reimbursed.
- If you have received permission, a receipt with the details of what you have purchased must be handed to the front office personnel.

Use of personal devices

- Refrain from using personal devices around students unless it is essential.
- Do not access social media in front of students.

Sites equipment

- If you require equipment (craft, laptop etc) for an activity, consult with the class teacher first.

Notice of absence

- Please notify the front office staff if you are going to be absent as soon as possible.

Communication procedures

- If you have any concerns, please talk to class teacher, administration staff or Leadership.
- All students and staff are to be treated with kindness and respect.

Occupational Health Safety and Welfare procedures

- If you see a hazard please report to the front office staff immediately.

Duty of Care responsibilities to students

- All volunteers must be in the line of site of a classroom teacher who has duty of care.
- No volunteer should be alone with a student.

Confidentiality requirements

- The students and schools privacy is to be upheld when circumstances require confidentiality.