



Richmond Primary School

Volunteer Application and Policy Information

RESPONSIBILITIES

The Volunteer's most important responsibilities relate to his/her duty of care to children. 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.

At Richmond Primary School we endeavour to establish positive, caring and respectful relationships with children and young people and look forward to your contribution toward our caring learning environment.

The leadership team will:

- Have the opportunity to veto or approve all applicants based on the needs of the students and school.
- Ensure the RAN-EC induction session is completed with approved applicants
- Nominate a member from whom the volunteers can receive advice and support with any child protection concerns.

The Supervising teacher will:

- Ensure the leadership team is consulted regarding the appointment of a volunteer and that the policy has been conveyed in its entirety
- Be responsible for the appropriate level of supervision required for each volunteer
- Ensure the volunteer has access to a work space that can be quickly and easily viewed by the staff member
- Ensure the volunteer understands their role clearly
- Ensure the volunteers who are assisting with transport have completed the required documentation
- Ensure the volunteers work with groups instead of individuals where possible

For Volunteers, respecting the rights of children mean they must not:

- Work unsupervised with students
- Be involved in toileting students or assisting with change rooms/sickroom
- Have unsupervised contact with students
- Encourage affection from or dependency of students eg. By giving presents
- Have intentional 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:

- Receive the responding to Abuse and Neglect – Education and Care (RAN-EC) induction session for volunteers
- Complete and receive clearance in the criminal history screening process prior to working in the school
- Refer all students concerns or behaviour issues to supervising teacher
- Sign the visitors book on arrival and departure
- Wear the provided name tag at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment
- Be aware of students safety at all times

As a volunteer at Richmond Primary School, I agree to:

1. Work as a volunteer in the area/s of _____
For the period of _____ (no greater the one year)
2. Discuss any concerns in the relation to school matters with the appropriate staff member.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at school. I understand this is the responsibility of the school staff.
4. I have read and will abide by the DECD Volunteer's policy and have been approved through the Department of communities and social inclusion criminal history screening unit.
5. I have accessed the Responding to Abuse and Neglect volunteer induction materials.
6. I understand that the school may in its absolute discretion terminate this agreement at any time.

VOLUNTEER

Signed _____ Name _____
Date _____

SUPERVISING TEACHER

Signed _____ Name _____
Date _____

PRINCIPAL (OR DELEGATE)

Signed _____ Name _____
Date _____

PROTOCOL – Proceed only if approval is reached at each point

1. Classroom Teacher – Recommends potential volunteer to their line manager once a need is established
2. Line Manager consults with leadership team seeking approval or disapproval
3. DCIS Child Related employment screening - Only if approval is sought from leadership
4. Meeting with leadership team member after DCIS screening is approved, hand- over related documents
 - Charter Mutual obligation
 - Procedures for the management of volunteers
 - Responding to volunteers handbook
 - WGS policy ect



Government of South Australia
Department for Education and
Child Development