



## VOLUNTEER INFORMATION GUIDELINES

Volunteers are an integral part of Vale Park Primary School. There are a range of opportunities to volunteer and the participation of volunteers in the work of the school is greatly appreciated and valued.

### **Sexual Harassment and Bullying:**

Under the Equal Opportunity Act 1984 it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment. Members of the leadership team will investigate any reports of sexual or racial harassment or bullying. Harassment and bullying consists of acts or behaviours which are directed against individuals or groups, and which are experienced as insulting, offensive, demeaning, humiliating, or intimidating. It can include belittling comments, ridicule, graffiti, and name-calling, put down jokes, attacks on property, exclusion and physical violence. Please refer to the schools Anti Bullying Policy for information on procedures.

### **Duty of Care to Students:**

We expect students to always treat volunteers with respect and courtesy. If students behave inappropriately, it is the volunteer's responsibility to inform the class teacher. Volunteers should never be alone with an individual student and should avoid physical contact unless there is a genuine emergency.

### **Confidentiality and Privacy:**

Any personal information (including names, addresses, and telephone numbers) about students, staff and other volunteers must not be shared, unless it is required by law e.g., reporting alleged child abuse.

No photos of students are to be taken without teacher permission.

### **Reimbursement of Out-of-Pocket Expenses:**

School finance can provide you with information about the type of out-of-pocket expenses that can be reimbursed. Through the normal course of volunteering, you will not be expected to purchase resources. Expenses are to be approved prior to purchasing.

### **Volunteer Induction:**

All volunteers must undertake volunteer induction with a staff member and complete the volunteer induction handbook prior to any volunteering.

### **Mandatory Notification and Responding to Risks of Abuse and Neglect:**

Under the Child Protection Act, 1993, volunteers who work with children (under 18 years) are mandated notifiers. They must understand how to notify and report child abuse.

Last Updated: 06/12/2022

Next Update: 2025



As part of their induction, volunteers must do mandatory notification training called RRHAN-EC fundamentals course before volunteering in any area of the school.

### **Working with Children Check (WWCC):**

Volunteers will require a current WWCC if:

- A member of Governing Council
- Assisting in other classes, working with children besides their own child/children
- Volunteering in the kitchen and garden with classes other than their own child/children
- Volunteering in the canteen
- Attending overnight camps/school sleepovers
- Sport coach
- Hosting homestay students

Advise the site leader as soon as possible if any information given is no longer accurate. Please refer to DfE volunteer policy for further information.

### **Complaints Procedure:**

The school grievance policy and procedures will be made available to all volunteers. All grievances will be managed in a fair and respectful way.

### **Signing In and Out:**

All sites are responsible for maintaining accurate records of when volunteers are working. When volunteers arrive and leave the school they are expected to sign in and sign out at the front office. Volunteer identification is required and available from front office staff.

### **Work Health and Safety:**

The school is responsible for providing a safe working environment. Volunteers are expected to take responsibility for their own health and safety, avoiding the possibility of an accident or injury while you are at school. There is an expectation that volunteers familiarise themselves with emergency responses and report all injuries and accidents that occur while on the school site.