



# Volunteer Induction Pack

## Welcome

You have been appointed as a volunteer at Vale Park Primary School. As a volunteer working in our school, you provide an essential enrichment in our service delivery, helping to increase student outcomes.

### Types of roles/volunteer opportunities

There are many ways you can volunteer in Vale Park. These include:

- help with reading and writing
- help in the Stephanie Alexander Kitchen /Garden program
- join the governing council or another school committee (fundraise, canteen, sports, grounds, OSHC)
- provide support with excursions
- coach sporting teams
- help in in the school canteen
- help in the garden and improve the grounds
- help in the library
- be a guest presenter and share your knowledge and expertise.

### Orientation and induction

You will complete a site orientation and induction where you will be introduced to the site environment. A staff member responsible for volunteers will complete an induction checklist with you to make sure all important areas are covered. The checklist includes:

- handed in your relevant history screening – if required.
- handed in your *Responding to abuse and neglect – education and care induction for volunteer's certificate*
- your role description
- work health and safety induction
- reporting guidelines
- administrative procedures e.g., sign in/out
- professional boundaries

Your induction will also help to ensure you are aware that all volunteers are expected to act in a manner consistent with the Public Sector Code of Ethics. Go to <http://publicsector.sa.gov.au/policies-standards/code-of-ethics/> to read the Code of Ethics or request a booklet.

- given a Volunteer Agreement Form to read and sign

I, \_\_\_\_\_ will be volunteering at Vale Park Primary School and have

undertaken a formal induction on -----/-----/-----

Signed \_\_\_\_\_

*A copy of this will be kept in the school and you should also keep a copy for your own records.*

# Volunteering Agreement Form

This volunteer agreement grants permission to \_\_\_\_\_ (name of volunteer)  
to volunteer at **VALE PARK PRIMARY SCHOOL.**

## Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
  - know about Department for Education screening and suitability requirements
  - are aware of work health and safety
  - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Name \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_ (day/month/year)  
(staff member providing induction)

## Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
  - following the Responding to Abuse and Neglect – Education and Care requirements
  - immediately reporting to a site leader any concerns I have about a child or young person
  - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my Relevant History Screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature \_\_\_\_\_ date \_\_\_\_\_ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.

***A copy of this will be kept in the school and you should also keep a copy for your own records.***

## Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

### Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

### What we expect from you

- When you volunteer with children and young people:
  - make sure the time spent together is positive
  - treat them with dignity, equality and respect
  - give them a chance to speak about the things that affect their care or learning
  - listen to them
  - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
  - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
  - make sure there's no favouritism, like gifts or special treatment
  - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

### Library Volunteer

- shelving
- covering books
- book processing (stamping, placing barcodes)
- tidying library
- returning book process

### Canteen Volunteer

- prepare and cook food
- processing school tub orders
- processing on line orders
- serve students/adults
- wash dishes
- clean equipment/benches
- defrost freezers
- sweep/mop floors
- check baits
- handle small amounts of money
- canteen committee member

### SAKG Volunteer

- assist students to prepare and cook food
- assist students to set table
- assist students to clean up
- assist students to water/weed/plant gardens
- provide instruction/guidance to small group of students. (i.e. how to cut food)

### Classroom Volunteer

- listen to students read
- help students (individual/small group) with classroom activities (i.e. writing/art/computer)
- transporting students to excursions
- helping to supervise students on excursions

### Sports Volunteer

- ensuring parent/caregivers sign students in at training sessions
- liaise with Sports Committee members
- provide skill training sessions
- adhere to school's sports policy
- adhere to sporting club rules and procedures
- ensure safety and wellbeing of students
- ensure fair & equal play time opportunities

## Governing Council

### Chairperson

- chairs the meeting to make sure it runs smoothly
- reports to the community at the AGM
- prepares the agenda, working with the site leader and secretary
- acts as the spokesperson for the council (only for anything about the council)

### Secretary

- takes minutes of the meeting
- prepares and distributes the minutes and agenda
- keeps records (with help from the site leader)
- makes sure people are told about the meeting ahead of time
- ensure common seal is kept in a safe place

### Treasurer

- chairs the Finance Advisory Committee
- makes sure the budget and finance reports are prepared and presented at council meetings
- presents the council's audited accounts at the AGM or at the next council meeting

### Governing Council members

- Provide advice to the site leader to make sure the curriculum offered meets local community needs. For example, a specialist program
- Consult with the site's community to assist when policies are made or reviewed
- Overall responsibility and management of council employees

- Employ some staff. For example, out of school hours care and canteen
- Take part in an interview panel to employ the site's principal or director
- Work on the site improvement plan and set strategic directions
- Review, approve and keep a check on the site budget
- Endorse the annual report and report to the site's community – and the minister – at least once a year
- be a member on a school committee requiring parent support (OSHC, fundraising, canteen, grounds, sports)

## Supervision

Site leaders are responsible for ensuring that volunteers are appropriately supervised and there is compliance with all relevant guidelines, such as work health and safety requirements. The level of support will vary according to the role of the volunteer.

If you are working directly with students, you must be visible to a staff member at all times. You must not be left alone in a separate classroom/ building, be involved in duties associated with change rooms, sick rooms or toileting or be sent on a student excursion without a supervising staff member. If you are not working directly with students, the level of supervision can be negotiated between you and your supervising staff member.

If you are asked to transport students using your own private vehicle, then specific approvals must be given by the students' parents/caregivers and the site leader. You must have a current driver's licence (no learners,) insurance, and your vehicle must be registered (which includes comprehensive third party bodily injury.)

If you are volunteering at an out-of-school-hours school sporting event, then your site leader will provide you with further information about your supervision requirements and suitable supports.

## Signing in and out

DfE sites are responsible for maintaining accurate records on each day that volunteers participate at the site as well as records of the students working with volunteers. When you arrive and leave the school, you must 'sign in' and 'sign out' in an attendance book, which is generally in the reception or administration area.

Sites will issue volunteers with a badge. Please wear it at all times when on the site.

The site is required to keep personal details of volunteers including full name, address, date of birth and emergency contact information. This information will be kept confidential.

## Confidentiality and privacy

During the course of your volunteering, you may be given access to private and confidential information. Sites will ensure that you are made aware of your responsibilities in relation to confidentiality, privacy and cultural sensitivity.

## Work health and safety

For the purposes of work health and safety (WH&S), volunteers have the same rights and responsibilities as workers. You will be required to complete an induction before starting your volunteering role which will be provided to you by the site.

You are also responsible for taking care of both your own health and safety, and that of others, e.g. students. You will be informed of emergency procedures, identified hazards and control measures. You will be required to report all hazards, injuries and accidents that may occur in your presence while you are at the site. You must cooperate with any reasonable DfE policy or procedure relating to health or safety at the workplace that has been notified to workers. You will be informed of your responsibilities in relation to using government equipment and services (including use of email, the internet and information technology security).

Please don't hesitate to get assistance with WH&S from site staff. Remember, your safety is of utmost importance.

## Student behaviour

Everyone in DfE is expected to treat each other with respect and courtesy at all times. As a volunteer, you are not expected to tolerate offensive and inappropriate behaviour. If a child or student is acting inappropriately, please seek the assistance of a staff member who is responsible for behaviour management. Volunteers should not manage behaviour issues.

## Professional boundaries

As a volunteer within DfE, you are expected to maintain professional boundaries with children and young people. You must not exchange personal details such as phone numbers, email addresses, social networking profiles or anything similar.

For more information, ask staff for a copy of the *Protective practices guidelines for staff working or volunteering in education and care settings* or download a copy at

[www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf](http://www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf).

## Complaints procedure

Should a dispute arise, it is important that problems are brought to light early and resolved using the correct process and procedures. As a volunteer, you have a right to open and fair access to grievance processes and to be fully informed of your rights. DECD sites are responsible for ensuring all volunteers are made aware of their grievance policy and procedures. All volunteers have the right to have their grievances heard, respected and dealt with in a professional, efficient and fair manner.

## Child Safe Environments

### Child Abuse Report Line - 13 14 78

Your obligations as a Mandated Notifier were explained to you in detail during your Responding to Abuse and Neglect training. Please refer to your participant work book or contact your Volunteer Coordinator for clarification. You should discuss your suspicions of child abuse and/or neglect with the teacher or leadership, as you are working in partnership with them. They may also be able to support you in making your notification to the Child Abuse Report Line.

## Volunteer Protection Act 2001

The *Volunteer Protection Act 2001* seeks to protect volunteers from personal liability while they are undertaking volunteer roles. It does not cover personal injury matters

## Insurance

As a volunteer, you are covered by the government's self-insurance arrangements, which cover personal accidents for volunteers who are carrying out volunteer duties at the direction of the site leaders or governance body. Site leaders can assist volunteers with insurance enquiries.

## Smoke-free workplace policy

A reminder that the *Smoke Free Workplace Policy* prohibits smoking at all government facilities including in all preschools, schools, children's centres, buildings, structures, outdoor areas and government vehicles. This also includes on-site car parks, and therefore you cannot smoke in any vehicle (including private cars) if they are located on-site or being used to transport children or others as part of your volunteering.

*Enjoy your volunteering  
and thank you*

## Volunteer Details

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Parent  Grandparent  Other \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Do you have any psychological or medical conditions (eg: diabetes, severe allergy, asthma, epilepsy) that might affect your ability to volunteer? Yes  No

If yes, please detail (including medication if relevant) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_