



ELIZABETH EAST PRIMARY SCHOOL

Volunteers Policy



Government of South Australia

Department for Education and
Child Development

Rationale: We believe that volunteers make a significant contribution to the school community by giving their times and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

Aims:

- To maximize the number and variety of volunteers who contribute to our school
- To provide volunteers with the support and recognition they deserve

Definition: The term 'volunteer' means a person whom without remuneration or reward voluntarily engages in schoolwork, for and on behalf of the school.

Implementation:

- Volunteers are actively encouraged to partake in school activities and will be invited to do so through school newsletters and class newsletters, written invitations and through personal approaches.
- The school will seek to provide a variety of opportunities for volunteer participation.
- The Deputy Principal will manage the screening process, using DCSI, to screen volunteer applicants.
- Volunteers are required to participate in an induction program that reflects the needs of the volunteers and the school and DECD requirements. This induction includes:
 - Child Protection matters and training in responding to Abuse and Neglect (RaN).
 - Signing in and out procedures, including wearing of labeled badge
 - Confidentiality
 - Use of school facilities such as staff room
 - Supervision (by Deputy Principal)
 - WH&S
 - Reimbursement
 - Role specific training
 - Duty of care: remaining in supervised area with students and referring issues to supervising teacher
- Volunteers will complete a work agreement with the role of volunteer outlined.
- Volunteers will be provided with support and guidance by the Deputy Principal,
- The school will provide a Volunteer's Morning Tea in Term 4 to thank the Volunteers and acknowledge their work around the school.
- The school will acknowledge the contributions of the volunteers by including names and photos in the school newsletter.
- Any concerns or issues involving a volunteer are addressed through a meeting with the volunteer and Deputy to determine a remedy or improvement plan.
- Volunteers will be required to sign in the Visitor's Book and wear a lanyard with their photo and name.
- A volunteer's agreement may be cancelled at any time