



Jingili Primary School

Policy for Volunteers in School

Jingili Primary School welcomes Volunteers. They play a significant role in the work of our school. The nature of volunteer work at the school often involves work and interactions with children. This means there are a range of obligations and responsibilities that must be undertaken by volunteers to ensure we provide a safe and enjoyable environment for our students.

SUPERVISION OF VOLUNTEERS

Volunteers need supervision appropriate for the work they are performing. For volunteers working with students, the volunteer must be directly supervised at all times. This means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or outside area or is to assist in toileting, feeding, medicating or supervising students in the sick room. When volunteers are transporting students the students should travel in groups. Individual students should not travel in a vehicle with a volunteer.

Where a volunteer does not have direct contact with students the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the Workplace Health and Safety requirements.

RESPONSIBILITIES OF VOLUNTEERS

Students are a vulnerable group 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. The safety of children and young people is of paramount concern, and shall not be overridden by any other interests.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with students
- Be involved in personal care of students
- Have unsupervised contact with students during breaks
- Encourage affection from or dependency in students (e.g. giving presents)
- Have intentional physical contact with students
- Use inappropriate language in the presence of children
- Display bullying or intimidating behaviours towards students



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VOLUNTEERS ARE EXPECTED TO FOLLOW THE PRINCIPLES OF:

- Respect, Responsibility and Resilience
- Safety
- Ethical communication
- Ethical conduct

Volunteers should think and act safely

- Put safety first in all activities e Work only according to your level of competency. Refer to classroom teacher or school administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Follow the safety procedures outlined in the school's operational guidelines to the best of your ability, as outlined through the induction.

Volunteers should treat students and staff with respect:

- Respect the rights of individuals and maintain a high level of confidentiality.
- Treat everyone with courtesy, sensitivity, tact, consideration and humility.
- Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
- Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties and responsibilities.
- Report any illegal activity to the school's administration.
- As a volunteer, you must follow all instructions from the staff and school administration and refer all concerns or behaviour issues to the supervising teacher or school administration.

Volunteers should use positive communication skills when engaging with students:

- Acknowledge the needs and concerns of the individual.
- Practise effective listening e.g. ask open questions, be alert to non-verbal communication and stay calm and relaxed.
- Be aware of the young person's physical space.
- Be aware of your own body language.
- Be judicious in making physical contact with young people.
- Be clear and consistent.
- Use non-discriminatory respectful and non-judgemental language.
- Seek advice whenever appropriate.



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JINGILI PRIMARY SCHOOL VOLUNTEER AGREEMENT .

As a volunteer at Jingili Primary School I agree to:

1. Work as a volunteer in the area/s of _____
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal
4. Log in on arrival and departure in Front Office
5. Wear the provided badge at all times
6. Notify the school as early as possible if they are unable to fulfil their volunteer commitments
7. Abide by the terms and conditions detailed in the volunteer policy
8. Provide a copy of my Working with Children Clearance (Ochre) Card to the Admin Manager.

As a volunteer I:

1. I have read the 'Information for School Volunteers' brochure
2. I have participated in an induction program and I understand my responsibilities regarding Mandatory Reporting, Workplace Health and Safety procedures; Emergency Management Procedures, Duty of Care to students; and Confidentiality. I have also received training specific to my area of volunteer work
3. I understand that if I breach any of the above agreements my services as a volunteer may be terminated

VOLUNTEER

Name: _____ Signed: _____

Date: _____

SCHOOL PRINCIPAL/DELEGATE

Name: _____ Signed: _____
