

VOLUNTEER RESPONSIBILITIES

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising teacher
- Refer all requests to access school files to the supervising teacher
- Sign the log in folder for volunteers on arrival and departure
- Wear the provided 'volunteer' badge
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment
- Maintain confidentiality at all times

SCHOOL RESPONSIBILITY TO VOLUNTEERS

The School will:

- Provide a staff member to supervise volunteers at all times
- Provide induction training including Responding to Abuse and Neglect, Emergency Procedures and OHSW practices
- Match volunteers with work that is suitable to their skills and interests
- Ensure staff are available to listen to volunteer concerns as they arise
- Ensure that volunteers are not left alone with students

While we value the support of all volunteers, the school may, at times, choose to refuse the ongoing assistance of some volunteers. Some reasons for this may include:

- Breach of confidentiality
- Inappropriate or improper behaviour towards students, parents or staff
- Lack of suitable tasks

VOLUNTEER ROLES AT TANUNDA PRIMARY SCHOOL

- Listening to reading
- Preparing fruit
- Assisting with special programs such as cooking and visual arts lessons
- Library assistance—shelving and covering books
- Excursion/Camp supervision
- Garden Club support
- Parent drivers
- Canteen
- Support in the Disability Unit
- Co-ordination Program support
- Sports electives

If you have any other areas in which you feel you may be able to provide support, please see your child's classroom teacher, the Principal or the Deputy Principal.

Tanunda Primary School

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Together We Achieve

INFORMATION FOR VOLUNTEERS



Government of South Australia
Department for Education and
Child Development

Information for Volunteers

Volunteers are an integral part of our school. Your participation in the work of the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you. Volunteers who have close contact with students, eg sports coaches, LAP volunteers, canteen volunteers and those who assist on camps or excursions, will receive training and extra information where necessary eg specific skills, safe practices and medical conditions.

RECORD KEEPING

The school's administrative staff need to know who is in the school at any one time, especially in case of an emergency, so you will be required to log in at the front office, and log out on your departure. Volunteer badges are available beside the log-in book.

STUDENT BEHAVIOUR

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists please seek help from the supervising staff member or Principal/Deputy Principal.

CONVERSATIONS WITH STUDENTS

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

BEING ALONE WITH STUDENTS

All 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 does not mean that the volunteer must be in the line of sight, it means that the staff member can quickly and easily view the volunteer from within their work area. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to supervise a class in the absence of a teacher.

TOILETS AND PERSONAL CARE DUTIES

Please use the staff toilets—avoid using toilets allocated for student use. You **will not be** required to assist with:

- toileting students
- supervision of students in the sick room
- mealtime supervision or management of students
- medication management

FIRST AID

If a student is ill or injured please advise the supervising teacher or front office as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

TOUCHING STUDENTS

Please refrain from unnecessarily touching students unless there is a genuine emergency.

PRIVACY AND CONFIDENTIALITY

Schools must comply with 'Information Privacy Principles regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstance or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation and report all injuries and accidents occurring whilst at the school to office staff as soon as possible. Further information is available from the OHSW Representative.

SMOKING

Smoking is **prohibited at all times** on school grounds.

HARASSMENT AND BULLYING

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or a volunteer worker to sexual or racial harassment. The Principal or Deputy will investigate any reports of harassment or bullying. You may also contact the site OHSW Representative.

Harassment and bullying consist 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, name calling, put down jokes, attacks on property, exclusion and physical violence.

HOW TO BECOME A VOLUNTEER

To become a volunteer at Tanunda Primary School you will need to:

- Participate in an induction to the site
- Provide written information to the school as requested, including how you would like to help
- Sign a 'Volunteer Code of Conduct Agreement'

Depending on the capacity in which you volunteer you may also need to:

- Undergo a National Police Check (paid for by Tanunda Primary School)
- Undergo Responding to Abuse and Neglect Training for Volunteers (provided by Tanunda Primary School)

INSURANCE

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Further information is available from the Principal.