



Tanunda Primary School & Disability Unit

Volunteer Policy

Volunteer policy and procedure

Tanunda Primary School & Disability Unit are guided by the Department for Education's Volunteer Policy and Volunteer Procedure which provide clear guidelines about recruiting, inducting and managing volunteers so that they comply with relevant legislative and policy obligations.

Before volunteers start working at Tanunda Primary School & Disability Unit, they must complete the following:

- a volunteer application form which includes signing a declaration
- volunteer screening and suitability requirements
- Responding to Abuse and Neglect – Education and Care (RAN-EC) induction session for volunteers
- volunteer induction, including work health and safety
- be given a role description
- sign a volunteer agreement.

The site leader will ensure that volunteers comply with the screening and suitability – child safety procedure.

Relevant history screening for volunteers

Before beginning to volunteer at Tanunda Primary School & Disability Unit, some volunteers are required to have a current department-approved relevant history screening.

For information and online forms relating to the department-approved relevant history screening, the site will refer to the Department for Education's relevant history screening information, accessible on the DfE website.

RAN-EC induction for volunteers

The site leader will be responsible for ensuring the provision of the Responding to Abuse and Neglect – Education and Care (RAN-EC) induction session for prospective volunteers. The [RAN-EC for volunteers](#) training will provide detailed information about staff responsibilities, delivering the induction and record keeping.

Volunteer induction, including work health and safety

Volunteers will be given training and information about work health and safety policy and legislation. They must be able to perform their role effectively without creating risks to themselves or others.

The principles and practices prescribed in the Work Health and Safety Act 2012 apply to volunteers.

The site leader will ask volunteers to do the online general volunteer induction. This is available on plink and the department's public website explains how volunteers register and log in. If there are language barriers or other difficulties, a face-to-face version will be organised instead.



Tanunda Primary School & Disability Unit

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Volunteers will be given a site-specific induction that helps them to work successfully with children, students, staff, and other volunteers. The site will use the volunteer induction checklist (DOC, 109KB) to guide their induction process.

Principal: Michelle Barnes

Chairperson Governing Council: Sonya Carmody

Date: 5th December 2018

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