



<b>BOOKLET</b>	 <b>SPW</b> EARLY LEARNING AND PRIMARY EDUCATION
Title: <b>VOLUNTEER INFORMATION</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 10</b>
No.: <b>HR-VOLUNTEER INFO</b>	
Issue Date: <b>March 2014</b>	
Last Reviewed: <b>May 2018</b>	
Next Review Date: <b>May 2022</b>	

# Volunteer Information

## Process for new SPW Volunteers


*Tick these as you complete each step:*

- Complete the SPW Volunteer Agreement Form
- Complete a DCSI Screening Check (*see Section 8*)
- Complete RAN Training (*see Section 10*)

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## 1 INTRODUCTION

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As the care and protection of students is paramount, St Peter's Woodlands Grammar School has a strong commitment to the development of a safe and well-ordered learning environment. We comply with legislative requirements, in relation to child protection, including the Children's Protection Act of 1993 and this policy aims to ensure a safe environment for all.

Within this context, we have developed this SPW Volunteer Policy, as we believe that voluntary workers are making a significant contribution to this School community.

## 2 WHO ARE THE VOLUNTEERS?

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Any person, who donates their time to work at the School and is having direct contact with, or works in the presence of students, is considered a volunteer.

## 3 VOLUNTEER SELECTION PROCESS

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Volunteers will be assessed for their suitability to work at the School by the Principal / Nominee. This assessment is made in relation to the skills and contributions being offered and only after verification of the person's good character.

## 4 VOLUNTEER REQUIREMENTS

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Persons wishing to become a volunteer at SPW are required to:


1. Complete a Volunteer Agreement Form relating to qualifications, experience and including names of referees (form attached)
2. Agree to undertake a DCSI Screening Check at no expense to the applicant or hold a current (not due to expire with six months) Teacher Registration Certificate or a current DSCI Screening Check.
3. Undertake appropriate induction training, as necessary
4. Complete the online Responding to Abuse & Neglect course via the AISSA website.

The Principal / Nominee's decision in determining eligibility to work as a volunteer at SPW is final.

## 5 SPW'S RESPONSIBILITY TO VOLUNTEERS

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- A staff member will be allocated by the Principal/Nominee as the volunteer's supervisor in each area that he/she works. This will normally be the staff member that the volunteer works alongside, unless otherwise advised
- Accurate records will be kept of a volunteer's training and work details, as per point 3 above
- Volunteers may be provided with induction training that could include:
  - Workplace Health & Safety training
  - Duty of Care responsibilities
  - Confidentiality requirements
  - Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's work will be made only after consultation with the volunteer
- Supervising SPW staff, Human Resources Manager and the Principal / Nominee will be available to discuss a volunteer's concerns, should they arise

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- The School will notify the volunteer, in advance, when their DCSI Screening is due to expire (A DCSI Screening is valid for three years)

## 6 VOLUNTEERS' RESPONSIBILITIES

Volunteers are expected to ensure that:

- they are not alone with a student out of the sight of an SPW staff member
- they are not involved in toileting students, or assisting in change rooms and sick rooms
- they do not have intentional physical contact with students
- they do not display intimidating behaviour towards students
- they speak positively to students
- they refer all student concerns or behavioural issues to the supervising teacher
- they refer all requests to access School files through the supervising teacher
- they sign in and out at Front Office on arrival and departure (during School hours)
- they wear the allocated volunteer badge (during School hours)
- they notify the School as early as possible should they be unable to fulfil their commitment

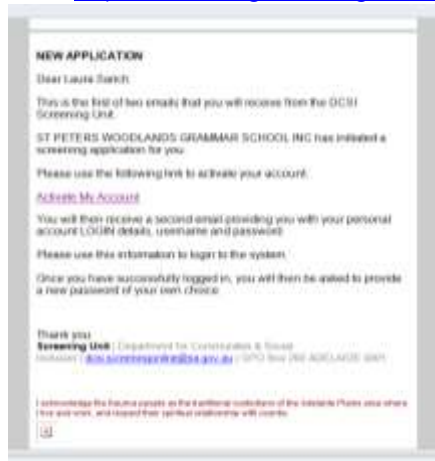
## 7 CANCELLATION OF AGREEMENT


If concerns arise about a volunteer, opportunities to remedy the problem will be offered where appropriate. A Volunteer's Agreement can be cancelled at the Principal/Nominee's discretion and where the volunteer:

- has no more suitable work available
- fails to follow requirements outlined in this Policy
- behaves towards students, parents or staff, in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the School

## 8 OBTAINING A DCSI SCREENING CHECK

- Read these Policies and Procedures and then complete the accompanying Volunteer Agreement Form.
- Complete an on-line DCSI Screening Check. This will be initiated by SPW. (Note: If you hold a current DCSI and can provide the original document, this will also be accepted.)
- Once SPW has initiated the application, the applicant will receive an email from the DCSI Screening Unit providing login instructions. The applicant can then complete their application online. If you have any queries, or concerns, please refer to the DCSI Screening Process Procedure and the DCSI Screening Guidelines for details on how to complete the online application.
- More information can be found here <http://screening.dcsi.sa.gov.au/>



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## 100-point Identification Check

100 points of ID is required when applying for DCSI Screening. Below are the types of documents that can be used and their point value.

<b>POINT VALUE</b>	<b>CATEGORY A (ID Documents)</b>
70	Passport – current Birth Certificate original or Extract copy Citizen Certificate - original/certified copy
40	Drivers Licence Proof of Age Card Public service employee ID card Tertiary Education ID Card
<b>POINT VALUE</b>	<b>CATEGORY B (ID Documents)</b>
40	Centrelink Card Firearms Licence/Shooter's Licence Veteran Affairs Gold Card
35	Mortgage documents Lands Titles Office Records
25	Proof of name change e.g. deed poll, marriage certificate Medicare Card Seniors Card Bank Statements, Council Rates Notice Credit, Bank and Debit cards Electoral enrolment card Insurance renewal Motor Vehicle Registration Utility accounts Rent records

## 9 RESPONDING TO ABUSE & NEGLECT (RAN)

All SPW volunteers are required to complete the online course for Volunteers via the link below on the AISSA website. All information about the course can be found on the website.


<https://www.plink.sa.edu.au>

If you are currently a teacher, RAN training required as part your teacher registration satisfies this requirement.

A copy of your certificate will be required by the School, upon completion of the training course.

## 10 VOLUNTEER INFORMATION

Volunteers play an important role at SPW. 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 and worthwhile experience. The following information is provided to inform you of your role and to ensure our students are safe and protected, as well as to strengthen our partnership with you. Volunteers who have close contact with students, e.g. sports coaches, reading volunteers, canteen volunteers, and those who assist at camps or excursions, will receive training and extra information where necessary e.g. specific skills, safe practices and information on students who have medical conditions, all of which is discussed in confidence with you.

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## 10.1 RECORD KEEPING

We need to know who is in the School at any one time, especially in case of emergency. You will be required to "sign in" and "out" at the Front Office and will be provided with a volunteer lanyard that must be worn at all times. This lanyard is to be returned to the Front Office when you sign out.

## 10.2 STUDENT BEHAVIOUR

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should remind them of the correct behaviour and help them make the right choice. If the behaviour continues, please seek help from the supervising staff member or class teacher.

## 10.3 PRIVACY & CONFIDENTIALITY

Schools are required to comply with Australian Privacy legislation regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers of which you become aware during your volunteer work must not be shared, unless it is required by law e.g. it is relevant for reporting alleged child abuse. Please avoid making any comments about the use of individual teaching methodologies, student behaviour or specific students to other people.

## 10.4 COMMUNICATION

Please remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be appropriate to the age with which you are working and of a professional manner.

## 10.5 BEING ALONE WITH STUDENTS

To ensure your safety and the safety of our students, you should be within sight of a member of staff/adult when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

## 10.6 TOILETS

Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students, nor with sickroom duties.

## 10.7 FIRST AID


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

## 10.8 PHYSICAL CONTACT WITH STUDENTS

Please avoid unnecessarily touching students unless there is a genuine emergency, as this can be seen as inappropriate in some cultures as well as making the children feel uncomfortable.

## 10.9 RESPONDING TO ABUSE & NEGLECT

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify Families SA if you suspect that a child (under the age of 18) has been abused or neglected. Also this is supported by the following guiding principles of the National Safe Schools Framework (Australian Government Department of Education, Science and Training, 2003). This is done by telephoning the Child Abuse Report Line on 131 478.

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If you require any advice you can contact the following organisations: Child Protection Services at the WCH on 8161 7346 or Flinders Medical Centre on 8204 5485. Do not question those involved as this could compromise an investigation. The law does not require that you prove your suspicions, but it does require that you report them. Please consult the Principal or member of the Executive Leadership Team for advice if you feel the need.

Definitions of abuse:

- Physical Abuse - "Physical abuse is any physical injury inflicted upon a child."  
Sexual Abuse - "Sexual abuse is any sexual behaviour imposed on a child."
- Emotional Abuse - "Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."
- Neglect - "Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development."

All Volunteers at SPW are required to have undergone RAN training (see section 10, above).

## **10.10 SEXUAL & RACIAL HARASSMENT & BULLYING**

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racial harassment. The Principal or other members of the Executive Leadership Team will investigate any reports of sexual or racist harassment or bullying.

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.

## **10.11 WORKPLACE HEALTH & SAFETY**

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. Please do not become 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 (can be found by the door of each room) and report all risks observed, injuries and accidents occurring whilst at the School, to the staff member responsible for that activity as soon as possible.

## **10.12 EMERGENCY / EVACUATION**


In the event of an emergency requiring evacuation, there will be a signal (alert tone) which is a 'whooping' alarm. This will be a continuous siren. In the event of an emergency during business hours, the alert tone will activate throughout School buildings and you will be required to evacuate to the designated assembly points along the perimeter fences of the nearest School Playing field (either Mackenzie or Braested) or as directed by a Warden. The all clear will be signalled by a continuous blast of the siren.

In the event of an emergency requiring a 'lock down' of the premises, there will be a signal which is repeated 3 second blasts with 1 second intervals of the School siren. This will continue for several minutes. In the event of an emergency during business hours where the lock down alert tone is activated, you will be required to lock yourself in a safe room or building, close all blinds and curtains, turn off all lights and ensure the doors are locked or act as directed by a Warden. The all clear will be signalled by a continuous blast of the siren.

If you discover an emergency situation outside of business hours, you should raise the alarm by breaking the glass and activating the fire alarm button, and then evacuate to the ground floor and await the arrival of the emergency services.

## **10.13 SMOKING**

Smoking is not permitted in buildings or School grounds.

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## 10.14 POLICIES & GUIDELINES

A range of policies and documents relating to the School and its operation can be found on the SPW web site [www.spw.sa.edu.au](http://www.spw.sa.edu.au). These include Child Protection Policy, Bullying and Harassment policy, Camps and Outdoor Education Policy, Privacy Policy, Volunteer Policy, First Aid Policy, WHS Policy, Emergency Evacuation Policy, Critical Incident Policy, Behavior Policy.

Any policies, procedures or guidelines relating specifically to your volunteer role will be discussed with you by your SPW supervisor.

## 11 SCHOOL MAP

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See Next Page.

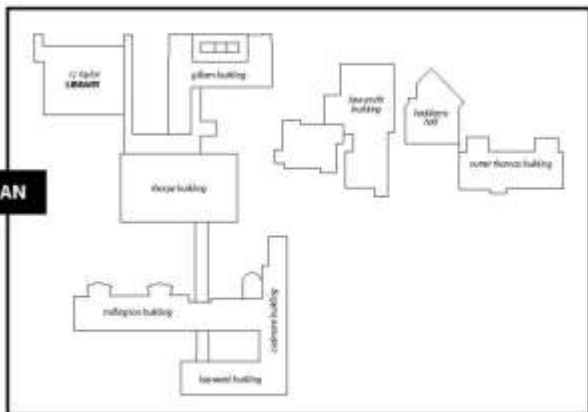





**MAP OF SCHOOL GROUNDS**  
**GROUND FLOOR MAP**



**FIRST FLOOR PLAN**  
**UPPER LEVEL**



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## 12 FURTHER INFORMATION

Thank you for your offer of help, it is greatly appreciated. Please take the time to read this information and if you have any concerns or require further information please don't hesitate to contact the Principal, Deputy Principal, Human Resources Manager or Heads of School.

<b>Competent Persons</b> (The following persons are trained and authorised to advise on this procedure)	
<b>Name:</b>	<b>Title:</b>
Simon Theel	Deputy Principal
Kate Hockley	Human Resources Advisor
Meredith Williams	Front Office

### Relevant Legislation

Children's Protection Act 1993

### Related Policies & Procedures

HR-46 POLICY Volunteers  
 Child Protection Policy  
 Privacy Policy  
 Bullying and Harassment Policy  
 Camps and Outdoor Education Policy  
 Emergency Evacuation Policy  
 Critical Incident Policy  
 Behavior Policy  
 WHS-44 POLICY Workplace Health & Safety  
 WHS-05 POLICY First Aid Injury Illness & Medications  
 HR-46-01 PROCEDURE Processing and Administration of Volunteers  
 HR-46-02 PROCEDURE Using Volunteers  
 HR-46-03 PROCEDURE DCSI Screening Process

### Related Forms & Checklists

FORM Volunteer Agreement

### Related Safe Work Practices & Guidance Notes

HR-GUIDANCE NOTE-46-A DCSI Screening Guidelines – Applicants Process  
 HR-GUIDANCE NOTE-46-B DCSI Screening Guidelines – Requesting Officer Process

<b>PRINCIPAL</b> (Signature)	<b>DATE</b>