

# POLICY

Title: **Volunteers**

Authorised by: **Principal**

No.: **SPW-HR - 46**

Issue Date: **Sept 2017**

Last Reviewed: **Sept 2017**

Next Review Date: **Sept 2022**



**SPW**  
EARLY LEARNING AND  
PRIMARY EDUCATION

Page Number: 1 of 4

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**Page Number: 2 of 4**

**Contents**

1	Introduction .....	3
2	Definitions .....	3
3	Roles and Responsibilities.....	3
4	Further Information .....	4

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Page Number: **3 of 4**

# 1 INTRODUCTION

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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 DEFINITIONS

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**Volunteers** - A 'volunteer' is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers shall not be considered as employees of the School.

# 3 ROLES AND RESPONSIBILITIES

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## The School will:

1. Allocate a Staff member as selected by the Principal/Nominee, to supervise a volunteer in each of the areas they work. This will normally be the staff member that the volunteer works alongside, unless otherwise advised.
2. Maintain accurate records of Volunteer work details and training.
3. Provide Volunteers with induction and training (where required) including;
  - o Mandatory Reporting
  - o Workplace Health and Safety
  - o Confidentiality requirements
  - o Duty of Care responsibilities
  - o Training specific to the area of work
4. Ensure volunteers are matched with work that is suitable to their skills, interest, time commitments and health status.
5. Consult with the volunteers if any change to their work is to be made.
6. Ensure supervising SPW staff, Human Resources Manager and the Principal/Nominee are available should the volunteer wish to discuss any concerns that may arise.
7. Notify the volunteer in advance when their Mandatory Reporting training or DCSI Screening is due to expire. (Valid for three years)

## Volunteers will:

1. Complete a Volunteer Agreement Form relating to qualifications, experience and including names of referees.
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 Police Identity Card, clearly stating the purpose relates to working with children
3. Undertake appropriate induction training, as necessary
4. Complete the online Responding to Abuse & Neglect course via the AISSA website.
5. Ensure they are not alone with a student out of the sight of an SPW staff member
6. Ensure they are not involved in toileting students, or assisting in change rooms and sick rooms
7. Ensure they do not have intentional physical contact with students
8. Ensure they do not display intimidating behaviour towards students
9. Ensure they speak positively to students
10. Ensure they refer all student concerns or behavioural issues to the supervising teacher

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**Page Number: 4 of 4**

11. Ensure they refer all requests to access School files through the supervising teacher
12. Ensure they sign in and out at Front Office on arrival and departure (during School hours)
13. Ensure they wear the allocated volunteer badge (during School hours)
14. Ensure they notify the School as early as possible should they be unable to fulfil their commitment

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

## 4 FURTHER INFORMATION

Further information regarding this Policy is available from any member of the HR Team.

### Relevant Legislation

Children's Protection Act 1993

### Related Policies

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

### Related Procedures & Standard Operating Procedures

HR-46-01 Processing and Administration of Volunteers

HR-46-02 Using Volunteers

HR-46-03 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

### Related Other Documentation

BOOKLET Information Booklet – Volunteers

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