

# Volunteers at SPW

## Information for Parents/Caregivers and Families

St Peter's Woodlands encourages and welcomes parents and friends to be part of our activities. SPW Volunteers help in a variety of ways including in classrooms, in the Library, on PFA events, on excursions, and in the Canteen. We value highly, and are grateful for, your participation in these aspects of your children's education.

If you are visiting our School, we ask that you call into the Front Office where you need to sign in on the iPad at Front Office and collect the appropriate lanyard/badge before proceeding on with your business. This procedure enables us to ensure the safety of children at all times by identifying legitimate visitors to our School. Also, your presence here is recorded for your safety should an emergency arise. Please sign out and return the lanyard when you leave the school site.

The School has a Volunteer Policy which can be read in full by visiting the Policies and Procedures page of the SPW website (<https://spw.sa.edu.au/policies/>).

Volunteers at SPW are required to follow these steps:

1. Read the Volunteer Handbook
2. Complete a Volunteer Agreement Form relating to qualifications and experience and including names of referees
3. Undertake an online child protection training course (Responding to Risks of Harm Abuse & Neglect)
4. Complete a Working With Children Screening Check (WWCC)

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. The Principal/Nominee's decision in determining eligibility to work as a volunteer at St. Peter's Woodlands Grammar School is final.

Completing the volunteer registration process may take some weeks due to the WWCC requirement, so we encourage parents/caregivers who are interested in volunteering to start the registration process early.

When attending SPW in the capacity of a volunteer, please sign in and wear the Volunteer lanyard.

- If you are volunteering for an **excursion or off-site event, please sign in/out with the teacher** organising the event (they will have lanyards for you)
- If you are volunteering for an on-site event, please sign in/out and collect your lanyard at the Front Office.

Volunteers at SPW are an integral part of school life and participate in many ways, including:

- Daily reading in the R-2 year levels
- PFA events, including Class Reps and weekly BBQ
- Supervision on excursions
- Sporting team coaching or management
- Music events such as the school musical and Big Concert
- Canteen support
- And much more...

To become a volunteer, visit the Front Office for a Volunteer Handbook and Volunteer Agreement form, or download these from the SPW website (<https://spw.sa.edu.au/community/volunteers/>)

