



## Forbes Primary School Volunteer Policy

For volunteers who assist with regular, ongoing supervised classroom support, overnight camps, kitchen garden, Friday ice blocks, sports day canteen and cake stall, election day BBQ, Easter raffle, mother and father's day stalls, special food days, collaborate with SRC on student fundraising activities and community social events such as quiz night, Library and Governing Council members.

### Responsibilities

The Volunteer's most important responsibilities relate to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

At Forbes Primary School we endeavour to establish positive, caring and respectful relationships with children and young people and look forward to your contribution toward our caring learning environment.

### Requirements

1. Complete the volunteer application form which can be accessed here: <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/managing-volunteers/volunteer-forms>

2. The RAN-EC online induction session for volunteers takes about 90 minutes and includes an assessment. You need to read the RAN-EC registration help document to find out how to register. Volunteers must speak to a Department for Education (DfE) site leader before they start the online course.

<https://www.education.sa.gov.au/working-us/responding-abuse-and-neglect-training/ran-ec-courses-volunteers>

This online session is not site-specific, so site leaders will make sure that volunteers who do this online are given the name of their nominated site leader as well as any site-specific child protection information.

3. Please communicate with Forbes Primary School office staff who will access the Working With Children Check (WWCC) on your behalf. For more information about this process please visit <https://screening.sa.gov.au/>

4. Undertake the DfE online induction <https://www.education.sa.gov.au/parenting-and-child-care/volunteers/training-volunteers/when-you-start-inductions>

### The leadership team will:

- Have the opportunity to veto or approve all applicants based on the needs of the students and school.
- Ensure the RAN-EC and DCSI sessions/checks are completed with approved applicants.
- Nominate a member from whom the volunteers can receive advice and support with any child protection concerns.

- Support the volunteer to complete the volunteer site induction checklist <https://edi.sa.edu.au/library/document-library/controlled-procedures/volunteer-procedure>
- Work with the volunteer to complete the volunteer agreement form <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/managing-volunteers/screening-and-suitability>

**The Supervising teacher will:**

- Ensure the leadership team is consulted regarding the appointment of a volunteer and that the policy has been conveyed in its entirety.
- Be responsible for the appropriate level of supervision required for each volunteer.
- Ensure the volunteer has access to a work space that can be quickly and easily viewed by the staff member.
- Ensure the volunteer understands their role clearly.
- Ensure the volunteers who are assisting with transport have completed the required documentation.
- Ensure the volunteers work with groups instead of individuals where possible.

**For Volunteers, respecting the rights of children mean they must not:**

- Work unsupervised or have unsupervised contact with students
- Be involved in toileting students or assisting with change rooms/sickroom
- Encourage affection from or dependency of students eg. By giving presents
- Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
- Display bullying or intimidating behaviours towards students

**Volunteers must:**

- Receive the responding to Abuse and Neglect Education and Care (RAN-EC) induction session for volunteers
- Complete and receive clearance in the criminal history screening process prior to working in the school
- Refer all students concerns or behaviour issues to supervising teacher
- Sign the visitors book on arrival and departure
- Wear the provided name tag at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment
- Be aware of students' safety at all times

**For more information please refer to;**

<https://www.education.sa.gov.au/parenting-and-child-care/volunteers>

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