



Volunteer Policy



WPS VOLUNTEER POLICY

1 PURPOSE

To provide clear guidelines for staff and volunteers regarding the involvement of volunteers in activities directed by the school.

To comply with current legislative requirements in relation to working with children.

2 RATIONALE

Volunteers provide a valued service to the school. They partake in a range of activities including; sports coaching, assistance with classroom activities and facilitation of fund raising events. The interests and abilities of volunteers add significantly to the human resources available to a school, thus providing a wider range of interactions, opportunities and experiences for students. It is essential to provide clear guidelines for the conduct of volunteers.

3 DEFINITION

A volunteer is an adult who offers services for any activities related to Wembley PS, but receives no remuneration or reward from the school for the services provided. Volunteers may be parents, guardians, relatives of a student or community members.

For the purpose of this policy a volunteer includes;

- Any person who will be assisting with activities such as excursions, sports training or other school events, where they may be required to take responsibility for a small group of children. This may or may not be under the direct supervision of a teacher.

For the purpose of this policy a volunteer does not include the following people/events:

- Guests who are invited by the classroom teacher to provide a brief presentation on a specific topic.
- Relatives/friends who attend the classroom to observe a particular event such as a student talk.
- Visitors in the classroom for brief periods of time, during which the teacher is constantly present.

VOLUNTEER PROCEDURE

Volunteers are actively encouraged to partake in school activities. Volunteers will be assessed for their suitability to work at the school by the Principal, Deputies and staff. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character through required checking procedures as listed below.

Volunteers may be used in a range of school activities including sporting, art, music or classroom related activities. Parents of students at the school who are assisting in classroom activities need not apply formally to be a volunteer.

- i. All volunteers must ensure they have the permission of the school to undertake activities at the school. The School does not condone any contact between volunteers and students other than for the approved activity in which the volunteer is participating.
- ii. Parents of a child currently enrolled at the school are not required to obtain a Working with Children Check unless they are attending an overnight camp.
- iii. Any volunteer, other than a parent, who anticipates having contact with children must obtain a Working with Children Check prior to commencing.
- iv. In accordance with the criminal screening policy all volunteers should also complete a Confidential Declaration form prior to undertaking volunteer work. Where volunteer work is ongoing this form should be completed annually. Under some circumstances the Principal may waive this requirement.
- v. If a volunteer is unable to conduct a planned activity they should notify the school as soon as possible so that an approved replacement can be identified or the activity can be cancelled.

4 VOLUNTEER OBLIGATIONS AND GUIDELINES FOR INTERACTIONS:

At Wembley Primary School a volunteer's most important responsibility relates to his/her duty of care to children.

Respecting the rights of children means volunteers must not:

- Have unsupervised contact with students during break times
- Be involved in toileting students or assisting with change rooms/ sickrooms
- Encourage affection from or dependency in students such as, by giving gifts
- Have intentional physical contact with students (the supervising teacher should provide comfort/first aid to a distressed student).
- Display bullying or intimidating behaviours towards students
- Initiate out of hours contact

5 VOLUNTEER EXPECTATIONS

Volunteers need to observe the values and attitudes of the school. Volunteers must show a dedication to ethical conduct, communication, support, respect. This requires a volunteer to:

- Act in the best interests of students, their families and staff members.
- Work in cooperative and positive manner whilst being accountable for the tasks given.

- Use courteous and acceptable written and spoken language.
- Dress appropriately.
- Value the rights, religious beliefs and practices of individuals.
- Refrain from any actions and behaviour that constitutes harassment or discrimination.
- Comply with the School's Privacy Policy, ensuring that all matters are dealt with in a confidential manner.
- Comply with the school's First Aid Safety management documents.
- Comply with OH&S policies and procedures and emergency procedures.
- Refer all student concerns or behaviour issues to the supervising teacher.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Carry out the volunteer position as agreed.
- Be accountable for the tasks given.
- Willingly undertake training as required.
- Be willing to ask for help and support when needed.
- Be supportive of other volunteers and willing to work as part of a team
- Understand that smoking is not permitted under any circumstances on the school premises or whilst conducting school business.
- Volunteers must advise the school as soon as possible of any concerns they have regarding the conduct of their duty or the student with whom they are in contact.
- All volunteers should ensure they are familiar with this policy.
- The School may invite individuals with specific expertise to become a volunteer in an area where that person has skills/interest.
- The person may apply to the School to become a volunteer undertaking an activity in their area of expertise/interest. This would usually be done by sending a letter of interest to the School Principal.

6 INVOLVEMENT IN ACTIVITIES

Under most circumstances, volunteers will undertake activities with a staff member. Activities may only be undertaken without a teaching staff member if:

The Principal has granted prior approval

- The person has capacity to do so.
- The person has the appropriate clearance.
- The volunteer accepts duty of care responsibility.

When undertaking volunteer activities the following considerations must be made;

- All activities are discussed and undertaken with the prior approval of the school principal.
- All steps should be taken to minimise the risk of harm to others.
- Activities that could reasonably be anticipated to result in injury to participants should be avoided.
- Activities must not be undertaken if the volunteer's ability to conduct the activity is impaired for any reason for example, alcohol / drug use or the person does not have the appropriate expertise or skills to conduct the activity.

7 Parent Helper (to be read in conjunction with Parent helper guidelines)

Parents are encouraged to be involved at the school and may provide classroom assistance with the prior agreement of the classroom teacher. Parents are also required to adhere to the parent helper guidelines. Parents helpers are not required to complete a sign in/out form. In the event of an emergency situation the parent must follow the instructions of the classroom teacher until such time as the emergency is declared over.

8 SCHOOLS RESPONSIBILITY TO VOLUNTEERS

Volunteers are protected from liability for community work undertaken at the school if these activities are undertaken in accordance with the school guidelines, are within the scope of the school's community work and they are undertaken in good faith.

8.1 SAFETY AND EMERGENCY PROCEDURES

Volunteers must be familiar with relevant WORK HEALTH & SAFETY policies and emergency procedures of the School.

9 CANCELLATION OF AGREEMENT:

When concerns arise regarding the conduct of a volunteer the school will seek to resolve an issue or improve an area of concern will be offered where possible. A volunteer's agreement can be cancelled at the Principal's/ deputies or staff member's discretion and where the volunteer:

- Has no more suitable work available.
- Fails to follow requirements outlined in the Volunteer Policy and elaborated via induction training or informal conversation with the supervising teacher.
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Continually fails to meet commitments without notice to the school.
- Smokes while volunteering and/ or on School property.
- Use, possesses, condones the use of or be under the influence of alcohol, illegal drugs at any time while volunteering and/ or on School property.
- Verbally harasses or abuses any person or uses profanity while volunteering and/ or on School property.
- Utilises the position as a volunteer to take advantage of any student.

POLICY REVIEW:

Policy to be reviewed in Nov 2018 (New policy initial 12 month review, 3 yearly policy review cycle with ongoing updates approved by the board as required)

Associated Legislation and Policies

This may include, but is not limited to:

Department of Education and Training. Duty of Care for Students. April 2003.

Volunteers (Protection from Liability) Act 2002 (WA)

Volunteering WA <https://volunteeringwa.org.au/resources/> (June 2016)

Occupational Health and Safety Act 2005

Working with Children (Criminal Record Checking) Act 2004