

St. Joseph's School, Sorrento

Volunteers' Policy



Date Reviewed: June 2021

Next Review: June 2023

RATIONALE

St Joseph's Primary School recognises that education is a collaborative partnership involving staff, parents, caregivers, the parish and members of the community. Through the additional skills and perspectives of volunteers and visitors, their contribution can significantly add to the human resources available to the school. Volunteers require encouragement, effective management, support and recognition.

While the school encourages an open and friendly learning environment, which values and actively encourages volunteers and visitors, it also recognises that the school has legal obligations to comply with, including its duty of care to its staff and students to provide a safe and secure environment at all times. At the same time, it is important that volunteers and visitors feel welcome and comfortable in a friendly school environment that values their contribution.

At St. Joseph's we endeavour to develop very close links with parents and the community. Once forged, these links result in:

- A greater understanding, by parents, of their children's schooling.
- A greater understanding, by staff, of the children and their needs.
- Better communication between home and school.
- Higher student morale and confidence.
- The goodwill and mutual respect between parents and staff.
- An inclusive, nurturing, positive environment
- Enriched connections with the community.

DEFINITION

A volunteer is a person who voluntarily engages in the school work or approved community work without payment or reward.

This may include, but is not limited to:

- Assisting with learning and teaching in the classrooms.
- Assisting with sporting events, excursions, celebrations or school associated parish events
- Providing any assistance in the work carried out at school.
- Carrying out functions of the School Advisory Board.
- Any activity carried out for the welfare of the school, by the School Advisory Board, Parents and Friends Association, fundraising or any other body organised to promote the welfare of the school.

- Attending a volunteer helpers course at the school.
- Attending meetings in relation to any of the above.

PURPOSE

This policy aims to:

- Provide a safe and secure environment for our students, staff, volunteers, members of the community and school resources.
- Establish procedures and practices at St. Joseph's that minimize the risk of injury or harm to students, staff and volunteers, arising from the presence of volunteers or visitors participating in activities organised by the school (either on school grounds or at another location).
- Encourage and maximise the input of volunteers in the school's activities.

PROCEDURES

- The safety of the students is the highest priority.
- Volunteers are actively encouraged to participate in school activities and will be invited to do so.
- The school will regularly communicate opportunities for volunteers to participate in activities through; newsletters, parent information evenings, Konnective App, emails, notes sent home with students and verbally.
- All volunteers must have a current Working with Children Check and this must be presented to the school office where a photocopy will be taken and kept on file.
- The school will add Working with Children Check names and numbers to the electronic data base.
- Volunteers will be notified if their Working with Children Check is due for renewal.
- Volunteers are required to sign in and out at the school office and to wear a numbered school lanyard while on the school grounds.
- Volunteers are welcome to use the staff room and adult bathroom facilities.
- Prior to volunteering, the school will provide any relevant information or training required for the task or role.
- In addition, staff directly supervising volunteers performing tasks, whether in the classroom or elsewhere, will provide clear direction or support regarding what is required and expected in performing the task.
- If the volunteer is going to perform a task that requires specific training (eg. Austswim qualifications to assist with swimming lessons) the school will ask for proof of qualifications prior to commencement of the task.
- Volunteers are asked to complete a Volunteer Application Form (below)
- All volunteers will need to read and sign a copy of the Code of Conduct and a volunteer/visitor OH&S Induction Checklist.
- This Volunteers Policy will be available to all volunteers.

GUIDELINES FOR VOLUNTEERS

- The classroom teacher is responsible for the education, control and behaviour management of the students. The volunteer is a helper, working under the teacher's direction.
- The school expects all volunteers to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher.
- The school stresses the importance of being professional and it insists that parents and volunteers do not discuss classroom events and/or students with anyone but the classroom teacher, or other school staff.
- Teachers are entrusted with the development of the whole class of children and are concerned for the long term progress of each child. We ask that volunteers also provide all children confidentiality, support and equal opportunity.
- Teachers are asked to provide guidance to volunteers. If there is any part of the program that a volunteer is not clear about, we ask that they discuss it with the teacher.

Supervising Children

Whenever you are asked to supervise children, the following may be helpful:

- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Be friendly towards them but do not let the children become silly or over friendly towards you.
- Praise the children whenever appropriate.
- Do not raise your voice (unless it is vital to do so for safety reasons).
- Tell the children exactly and clearly what to do. Be prepared to answer any questions.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but, NEVER physically handle the children at any time. If in doubt speak to the nearest member of staff.
- If you are concerned about a child for any reason, have a word with the class teacher- DO NOT speak directly to the parents of the child.
- If a child discloses information that causes concern, speak to the teacher as soon as you can (in an appropriate setting)

In order to promote volunteers in our school, it is essential for all volunteers to adhere to a professional code of conduct. We ask that all volunteers:

- Come to school with a positive attitude.
- Be reliable. It is very frustrating to teachers and children if planned activities have to be cancelled due to non-attendance of classroom helpers.
- Maintain a level of professionalism; working in the classrooms, you will get to know the children. You may find out personal details about children and their families. Remember that any information pertaining to a child or their family **must remain in the classroom.**

We hope all our volunteers enjoy their experiences as St. Joseph's. If you have any questions or concerns, please speak to your child's teacher, the principal, assistant principal or student wellbeing officer.

ST JOSEPH'S SORRENTO
Parent Helper/Volunteer Application Form

Dear Parents and families,

We are seeking parent helpers/volunteers for the St Joseph's school. Our volunteers are integral to the experience for our students and they provide an important link between school and home. Helpers are needed in many areas across the school; general classroom help, literacy, sport, swimming etc. Volunteers can be parents, grandparents or members of the community. We welcome your interest in volunteering and hope you will find the experience rewarding.

APPLICATION PROCESS

1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The school takes child safety very seriously and for this reason, potential volunteers are required to list their work history, including any volunteer work, involving children.

2. Code of Conduct we ask

Under the new Child Safety Standards, all parent helpers/volunteers are asked to read and sign the St Joseph's Code of Conduct. If you would like to submit your interest for a volunteer role within our school please complete the application form, as well as the signed Code of Conduct and return to us.

2. Pre-engagement Checks

All volunteers at St Joseph's are required to obtain a Working With Children Check (WWCC). If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable.

PERSONAL	TITLE	FIRST NAME(S)	LAST NAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	ADDRESS		PHONE NUMBERS
		Suburb/Town	Home
		State	Mobile
		Postcode	Work

	Child/children's names
	VOLUNTEER ROLE
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>

AVAILABILITY TO VOLUNTEER						
	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS

PREVIOUS CHILD-RELATED EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge you acceptance of each point (below):</i>	
I have current Working with Children Check. Number _____ exp date ___ / ___ / ___	
I am applying for volunteer work with St. Joseph's School, Sorrento	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.	<input type="checkbox"/>
Signature: _____	Date: _____

Privacy Statement

The personal information you have provided will help us to assess you as a valued volunteer of our school and will be treated as confidential. Information provided by you in this form may be checked by the school with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).

