

# Angle Vale Primary School

Building our bridge to the future

Learning to know

Learning to do

Learning to get along

## Volunteer Policy

### Our Vision

Angle Vale Primary School, with the school community, is committed to support all students to become successful learners, confident and creative individuals, and active and informed citizens.

### Our Mission

Each student has the opportunity to work in a safe, supportive and challenging learning environment, engage in learning programs that include the following capabilities:

- Critical and creative thinking
- Ethical understanding
- Information and Communication Technology (ICT)
- Intercultural understanding
- Literacy
- Numeracy
- Personal and social capability

### Our Aims

The Angle Vale Primary School's Volunteer Policy provides a framework to ensure that:

- Students are learning and Educators are teaching.
- Staff and students work within a relational and restorative framework.
- Through explicit teaching and learning, we develop social responsibility and willingness to make amends, restore and strengthen relationships.
- Parents, students and staff work collaboratively to provide a consistent and just approach to development and management of student behaviour that takes into account the different needs of individual students.

### Our Values

Confidence	Honesty	Respect
<ul style="list-style-type: none"> <li>● Be prepared to try new things</li> <li>● Know your choices</li> <li>● Be prepared to seek help</li> <li>● Be a positive role model</li> <li>● Use power positively</li> <li>● Show persistence</li> <li>● Show resilience when things are down</li> <li>● Have the confidence to show generosity to others</li> </ul>	<ul style="list-style-type: none"> <li>● Tell the truth</li> <li>● Have a strong work ethic</li> <li>● Be honest about giving effort</li> <li>● Be proud of your achievements</li> <li>● Take responsibility for your own actions</li> <li>● A fair go for all</li> <li>● Encourage others</li> <li>● Develop trust in relationships with others</li> </ul>	<ul style="list-style-type: none"> <li>● Treat self, others and property with care and respect</li> <li>● Be cooperative and include others</li> <li>● Respect that school is a place of learning</li> <li>● Communicate respectfully and use a person's name</li> <li>● Look after school belongings but leave valuables at home</li> <li>● Move around the school calmly</li> </ul>

We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students. Our aims are to maximise the number and variety of effective volunteers who contribute to our school and to provide them with the support and recognition they deserve.

### Implementation

- Volunteers will be assessed for their suitability to work at the school by a member of the Leadership Team. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.
- Volunteers will be required to complete the following:
  - obtain a Department of Communities and Social Inclusion (DCSI) Criminal History Check,
  - attend the Volunteer Induction training,
  - attend the Responding to Abuse and Neglect induction session for volunteers and
  - complete and sign the 'School Volunteer Agreement' form before they commence volunteer work.

### The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided induction training that will include:
  - Reporting abuse and neglect.
  - Occupational Health Safety & Welfare procedures.
  - Duty of Care responsibilities to students.
  - Confidentiality requirements.
  - Training specific to the area of volunteer work.
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Any changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising staff will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

### Volunteers must

- Refer all student concerns or behaviour issues to the supervising teacher.
- Refer all requests to access school files to the supervising teacher.
- Sign the visitors book on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

### Volunteers' Responsibilities

- The volunteer's most important responsibility relates 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, with English as a second language or if they experience emotional / physical neglect.
- For volunteers, respecting the rights of children means they must **not**:
  - Work unsupervised with students.
  - Be involved in toileting students or assisting with change rooms / sickrooms.
  - Have unsupervised contact with students during break times.
  - Encourage affection from or dependency in students eg: by giving presents.
  - Have intentional physical contact with students (the supervising staff member will provide comfort / first aid to a distressed student).
  - Display bullying or intimidating behaviours towards students.

### Cancellation of Agreement

When concerns arise about volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- Has no more suitable work available.
- Fails to follow requirements outlined in the volunteer policy and elaborated through the induction training.

## Volunteer Policy 2016

- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.
- May be in violation of a legal order or document.

### Evaluation

- Volunteers working in the school will be trained.
- Volunteers working in the school will have a Department of Communities and Social Inclusion Criminal History Checks done every 3 years
- All volunteers will sign and complete appropriate documentation.
- To provide volunteers with the support and recognition they deserve.

This policy is guided by  
DECD – Volunteers Working in Educational Sites and  
Settings Policy 2012

**Endorsed by Governing Council March 2016**  
**Review Date March 2019**