

Volunteer's Policy

Policy Title	Volunteer's Policy
Leader Responsible	Student Wellbeing Leader
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Context:

Volunteers are an integral part of Darlington Primary School and make a significant contribution to our school community. Each volunteer brings skills and abilities that will complement school programs and allow new interactions and experiences for students.

This site based policy should be read in conjunction with the Department for Education Volunteer Policy and volunteer procedure:

- <https://edi.sa.edu.au/library/document-library/shared/volunteer-policy.pdf>
- <https://edi.sa.edu.au/library/document-library/controlled-procedures/volunteer-procedure-for-schools-preschools-and-care-settings.pdf> procedure for schools, preschools and care settings (edi.sa.edu.au)

Volunteering Opportunities:

There are various roles volunteers can undertake at Darlington Primary School. These include but are not limited to:

- Listening to reading
- Help in a classroom
- Excursions and camps
- Breakfast program
- Fundraising
- Library
- Admin/ copying/ laminating
- Working bees
- Children's university
- Canteen
- Coaching sports teams
- Running lunch clubs
- Community garden
- Mentoring
- Guest presenters

Requirements:

All Department for Education (DfE) schools are mandated to comply with the Volunteer Policy and its accompanying procedure. In order to be a DfE and Darlington Primary School volunteer there are a number of documents required,

- A current Working with Children's check
- A completed volunteer application form

- Certificate of completion for the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC Training)
- Certificate of completion for the DfE Online Induction

Process:

The main contact for volunteers is the Student Wellbeing Leader, who will also coordinate all paperwork and the induction process for new volunteers.

The process to become a volunteer at Darlington Primary School is as follows:

- Complete the Volunteer application form
- Attend an informal interview (in person, via email or phone)
- Referee/suitability check
- Complete Working with Children check and await clearance. Provide a copy to the school
- Complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) course for volunteers and provide a copy of the certificate to the school
- Complete general induction (online) and provide a copy of the certificate to the school
- Attend school based volunteer induction
- Receive role description/ specific training
- Sign volunteer agreements
- Checklist completed
- Volunteer details processed

Responsibilities of Volunteers:

Volunteers at Darlington Primary School must:

- Notify the Principal immediately if their relevant history changes after they are screened, for example if they are charged or convicted of an offence relevant to risk of harm to children
- Refer all student concerns or behaviour issues to the nominated school contact person
- Comply with check in/check out procedures for volunteers e.g. sign in and out, wear a name badge at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment
- Raise concerns in line with the school Grievance Procedure and Complaint Procedure
- Maintain confidentiality in regards to staff, students and the school community.

Volunteers at Darlington Primary School must not:

- Work unsupervised with students
- Encourage affection from or dependency in students eg. by giving presents
- Discuss information about the young people they are working with, or the young person's family, outside the volunteering program
- Exchange personal details, including phone numbers, social media contacts, email or home address with students or their families.

Complaints:

Complaints must be raised with the Volunteer Coordinator in the first instance. If the complaint is unable to be resolved, then the volunteer should speak to the Principal.

If the complaint can't be resolved after going through these steps, volunteers should contact the Customer Feedback Team on 1800 677 435 for further advice.

Reimbursing Expenses:

Darlington Primary School will provide all equipment and resources a volunteer needs to do their role effectively. If this is not possible, volunteers must be reimbursed for reasonable out of pocket expenses they have as part of their role.

Reimbursement must be arranged and agreed upon before money is spent. Money spent without prior approval can not be reimbursed. When a volunteer claims an expense, they must provide a receipt or other evidence of the money spent.

Cancellation of Agreement:

If any concerns arise, opportunities to remedy the area of concern will be initiated by the volunteer coordinator. A volunteer's agreement can be cancelled at the Principal's discretion where a volunteer:

- Fails to follow requirements outlined in the Darlington Primary School's Volunteer Policy, and the Department for Education's Volunteer Policy and Volunteer Procedure
- Behaves in a manner deemed inappropriate or improper towards students, parents or staff
- Repeatedly fails to meet commitments without notice to the school.