



# Marryatville Primary School

## Volunteer Policy

**Date – May 2019**

### Purpose

The purpose of this policy is to provide clear instructions and procedures for volunteering at Marryatville Primary School.

### Policy detail / actions

#### **Philosophy**

Volunteers play an integral part in supporting the work of the department and enriching the lives of children and young people in our site.

#### **Benefits of volunteers in our school**

- Provide us with a broader resource base from which to draw positive opportunities for students.
- Enhance community participation and parent involvement.
- Expand the cultural, social and educational outcomes for students.
- Provide a safer environment for students.
- Make a positive difference for students.

#### **Benefits to volunteers**

- A sense of purpose that enhances feelings of belonging and happiness.
- An opportunity to share skills and knowledge.
- An opportunity to participate and learn new skills.

#### **Requirements for volunteers**

The requirements for engaging volunteers in department sites is set out in the *Department for Education Volunteer Policy 2019*. These requirements support volunteers' participation and aim to ensure their safety and the safety of students, staff and volunteers. Site leaders are responsible for following the guidelines to ensure volunteers are recruited, guided and managed appropriately. Volunteers are utilised in school when required and when there is a suitable job or role available.

#### **Steps to follow if you would like to be a volunteer at Marryatville PS**

1. Approach the Front Office to express interest in being a volunteer.
2. Provide your name, email address and date of birth to MPS front office staff who will initiate the process of applying for a DCSI Child Related Employment Screening. There is no cost for this. If you already have this screening, please supply a copy for school records. The screening is valid for 3 years. The volunteer is responsible for updating the screening and supplying the documentation to the school.

	<p>3. Complete the Responding to Abuse and Neglect in Education and Care (RAN-EC) online training for volunteers. This is available free of charge through the Department for Education training site PLINK. <a href="https://www.plink.sa.edu.au/">https://www.plink.sa.edu.au/</a> Supply a copy of your certificate to the school.</p> <p>Your name will be placed on a register of volunteers for MPS. You will be able to help with class activities, attend excursions, volunteer for events etc. when needed by the school.</p> <p>Please see Appendix 1, a guide to screening requirements for MPS volunteers, based on Department for Education policy.</p> <p><b>Volunteers' Responsibilities</b></p> <p>While volunteering on or off site, respecting the rights of children means volunteers must not:</p> <ul style="list-style-type: none"> <li>• work unsupervised with students</li> <li>• be involved in toileting students or assisting with change rooms/sickrooms, unless assisting their own child</li> <li>• have unsupervised contact with students during break times</li> <li>• encourage affection from or dependency in students eg by giving presents</li> <li>• have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)</li> <li>• display bullying or intimidating behaviours towards students.</li> </ul> <p><b>Volunteers must:</b></p> <ul style="list-style-type: none"> <li>• Sign the office visitor's book for volunteers on arrival and departure during school hours.</li> <li>• Wear the provided name badge at all times.</li> <li>• Notify the school as early as possible if they are unable to fulfil their volunteer commitment.</li> <li>• Refer all student concerns or behaviour issues to the nominated school contact person.</li> </ul>
Supporting documents	<p><i>Department for Education Volunteer Policy 2019</i>  <i>Department for Education Volunteer Procedure 2019</i>  <i>Department for Education Volunteers Screening and Suitability Policy 2019</i>  <i>Child protection in schools, early childhood education and care services policy</i></p>
Review	<p>Ratified by Governing Council 20/5/19  Review February 2021</p>

## Appendix 1

### Marryatville PS screening requirements for volunteers

<b>Person/Group</b>	<b>Is DCSI child related employment screening required? (update required every 3 years)</b>	<b>Is RAN-EC volunteer training required? (online course, no expiry)</b>
School Governing Council members	<b>Yes</b> , as the MPS Governing Council is employing authority for the OSHC service.	<b>Yes</b> , if the GC member is involved in activities or events with students.
Parent or guardian of a MPS child volunteering for an activity or service on or off site where your <b>own child is involved</b> .	<b>No</b>	<b>Yes</b> , if the volunteer is helping more than once, regularly or irregularly.
Parent or guardian of a MPS child volunteering for an activity or service on or off site where your <b>own child is not involved</b> .	<b>Yes</b>	<b>Yes</b>
Relative or friend (not parent/guardian) of a MPS child or a community member volunteering for an activity or service on or off site.	<b>Yes</b>	<b>Yes</b> , if the volunteer is helping more than once, regularly or irregularly.
Parent or guardian of a MPS child transporting students in the company of your own child or not in the company of your own child.	<b>Yes</b>	<b>Yes</b> , if the volunteer is helping more than once, regularly or irregularly.
Volunteer involved in overnight camps, school sleepovers, billets and homestays.	<b>Yes</b>	<b>Yes</b>
Sports Coach	<b>Yes</b>	<b>Yes</b>
Parent, friend or family member of a MPS student who attends a school celebration or event, assembly or fundraiser.	<b>No</b>	<b>No</b>