



Clayton North Primary School
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Volunteer and Placements Policy

RATIONALE

Volunteers and students may participate in programs and activities at the school from time to time in order to observe and experience the provision of school based education. This will be encouraged and facilitated by Clayton North Primary School wherever appropriate and possible.

Clayton North Primary School values the participation of parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. “In genuine partnerships families and educators value each other’s knowledge and roles, communicate freely and respectfully and engage in shared decision making” (*Early Years Learning Framework*). Clayton North Primary School aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the school. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

AIMS

- To support connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- To build relationships with community members and provide suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- To ensure the health, safety and wellbeing of each child at the school through consistent compliance with this policy and procedures when engaging volunteers and students
- To provide guidelines for the engagement and participation of volunteers and students at Clayton North Primary school including students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Clayton North Primary School

IMPLEMENTATION

Volunteers and students can expect:

- a safe and well-managed workplace
- meaningful work experience with appropriate direction, supervision and training
- recognition for their contribution.

The role that volunteers play in children's education varies and can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children. The school is responsible for ensuring that volunteers are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.

- Prior to participation at the school, a volunteer (aged 18 years or over) must be in possession of a Working with Children (WWC) Check card.
- Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, the school should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

Volunteers must not be asked to perform tasks:

- that they are untrained, unqualified or too inexperienced to undertake
- that put the children or themselves in a vulnerable or potentially unsafe situation
- where there is a conflict of interest.

Prior to commencing work at the school, all volunteers should be interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether the volunteer's goals can be achieved. The interview process also provides an opportunity for volunteers to have their questions answered. Good practice in volunteer management includes acknowledgement and recognition of volunteer contributions, and this can involve a mixture of formal and informal recognition strategies.

The volunteer register must include the full name and address of each volunteer who participates at the school. The school must also keep a record for each day on which the student or volunteer participates at the school, including the date and the hours of participation. In addition to this, it is recommended that students and volunteers new to the school undertake an induction to the school

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- This policy is not applicable where the activity is fully supervised by teaching staff e.g. the "Drop Everything and Read" Program where parents at the school are participating with their own children.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.

- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming programs provide a Working with Children Check prior to their participation.
- Individual or groups of volunteers may be highlighted each week in the newsletter, publicising their contributions to the school.
- A certificate recognising support may also be presented to volunteers at school assemblies.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking school work on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

ROLES AND RESPONSIBILITIES

The Principal is responsible for :

- developing guidelines in consultation with the staff for accepting volunteers/students to work at the school
- accepting or rejecting a potential volunteer/student based on the circumstances of the school at the time,
- ensuring that children being educated are adequately supervised, and the legislated educator-to-child ratios are complied with at all times
- ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the volunteer's commencement at the service
- ensuring that the staff record contains information for all volunteers/students attending the school with details of name, address, , days and hours of participation and details of the Working with Children (WWC) Check
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected
- ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the school
- ensuring that volunteers/students and parents/guardians comply with National Regulations and all school policies and procedures,

Volunteers and students, while at the school, are responsible for:

- ensuring they have provided all details required to complete the staff record
- undertaking a Working with Children (WWC) Check and presenting a current WWC Check card or other notification, as applicable

- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the school
- complying with the requirements of acts and regulations and with all school policies and procedures while at the school
- for those new to the school undertaking the induction
- following the directions of staff at the school at all times to ensure that the health, safety and wellbeing of children is protected.

Definitions:

Student: A person undertaking a practicum placement as part of a recognised early childhood or teaching qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person who willingly undertakes defined activities to support the education and care programs at a school in an unpaid or honorary capacity. These activities may include direct contact with children, administrative tasks, or preparing materials or food.

Working directly with children: For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid for five years), is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

Sources

- National *Early Years Learning Framework*:
http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx
- Working with Children Check Unit, Department of Justice, Victoria:
www.justice.vic.gov.au/workingwithchildren/

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Occupational Health and Safety Act 2004* (Vic)
- *Working with Children Act 2005* (Vic)

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle, in full consultation with all staff.

Date Implemented	Ratified by School Council March 23 rd 2015
Author	Brian Mills
Approved By	Staff; School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Principal
Review Date	2018

Amendment: April 23rd 2015

That school council approves the modification to uniform to allow for bottle green, orange or white headgear with regard to cultural and/or religious practice.