

Wynn Vale School Volunteering Policy

Volunteering at Wynn Vale School

Volunteers are integral to the success of Wynn Vale School. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of Wynn Vale School.

Definitions

Volunteer – a person who undertakes work within and at the direction of an organisation without monetary reward, of their own free will and for the benefit of the organisation.

Workforce – Volunteer and salaried employees of Wynn Vale School who undertake paid or unpaid work within, and at the direction of Wynn Vale School.

A "school volunteer" is defined as an individual who performs a service functioning within the Wynn Vale School without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of the school to which he/she is assigned. School volunteers shall serve without benefits of any type accorded to employees of the School. Volunteer opportunities include but are not limited to: school excursions, mentoring, tutoring, assisting in a classroom, library, office, or other designated duties. Participation in School Governing Council, Committees, Parent well being committee or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this volunteer policy. A school volunteer need not be a parent of a student enrolled in the school.

An individual who wishes to volunteer at a school will be approved by the principal or assistant principal. All volunteers must complete, sign, and date the Wynn Vale School Volunteer Agreement Form and Police Check before being placed in a school or beginning service as a school volunteer.

Volunteers are required to do the following

- Attend site based induction.
- Volunteers must sign in and out at the front office in the school before proceeding to their volunteer site.
- Volunteers must wear an identifying badge.
- Volunteers will always use appropriate language, discuss age appropriate topics, refrain from inappropriately touching students, refrain from disciplining students (behaviours needing discipline should be directed to the appropriate teacher or staff member), and refrain from giving students gifts or rewards. Due to food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without the teacher's or staff member's approval.
- Volunteers will serve as positive role models.

- Volunteers notify the front office if unable to attend.
- The dress code for volunteers should be appropriate yet comfortable for any task that may be undertaken.
- Volunteers must keep confidential any information about a student or any school- related incident. If there is a safety concern or an emergency issue, it must be told to someone in authority immediately. Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records.
- Volunteers will not be asked to assume responsibility for an entire class in the absence of supervising staff and give medication to students.
- Volunteers will not be involved in the toileting of students

Responsibilities of Volunteers

Wynn Vale School volunteers have a responsibility to ensure that they:

- Work within the aim and objectives of the Wynn Vale School
- Familiarise themselves with and comply with policies and procedures
- Perform duties assigned by School staff in accordance with their role.
- Treat personal and sensitive information with discretion and confidentiality, according to Wynn Vale School's privacy and confidentiality policies.
- Notify Leadership or teacher immediately about any concerns.
- Inform school staff in advance if they cannot attend their role.
- Sign in and out at the front office.
- Work in a safe manner that will not put others at risk.
- Obtain a satisfactory police check prior to commencing their work.

Responsibilities of the Wynn Vale School to Volunteers

- To be treated with respect and personal dignity, to dissent based on personal ethical values and not be discriminated against
- To be acknowledged and appreciated for their contribution to the organisation.
- Volunteers are placed in activities that match their skills, interest and experience
- Volunteers work as part of a work team under the supervision of a paid staff member.
- Personal information about volunteers is only elicited upon clear necessity and with the permission of the volunteer.
- Volunteers have a working environment free from harassment.
- Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher.
- To decline and withdraw from tasks which create excessive demands on the volunteer.
- Not to be expected to undertake the tasks of a person in a paid position.

Emergency Procedure

- Evacuation Procedure
 - Report problem immediately to the Front Office
 - Three blasts repeated of the siren
 - Evacuate to designated assembly area (The Courts)
 - Report to a staff member
 - Wait for clearance from fire Warden to re-enter building
- Invacuation Procedure
 - Invacuation procedure involve an emergency where people are moved inside and locked in rather than assembled outside.

- Commencement of invacuation will be signalled by either:
 - Sounding of the school siren – one long continuous blast – or
 - A hand delivered message to classes
- Volunteers go to the nearest building & join the lock down
- Consult with and support nearby teachers

O.H.S & W &IM

Occupational Health, Safety & Welfare and Injury Management

DECD and Wynn Vale School is committed to providing safe and healthy workplaces and to eliminating conditions and incidents that could result in personal injury or ill health to staff, students or visitors.

DECD and Wynn Vale School expects staff, students and visitors to be committed to enacting this policy and cooperate to effectively manage OSHW/IM risks in the workplace.

First Aid – We strive for all teachers' aides and teachers to have current Senior First Aid and CPR Training. The first aid/sick room is located in the administration block.

Injury – Report all injuries, even if only minor. An accident/illness/dangerous event form should be completed with 24 hours with administration staff. In the case of serious accident the school firstly contacts the ambulance.

Smoking – Smoking is not permitted in the school grounds.

Criminal Background Checks – In order to protect the safety and security of children and school staff, all volunteers must submit to a criminal background check. Criminal checks are conducted every three years.

Vehicle Parking – Visitor parking is not provided, private vehicles are not permitted in the school staff car park unless with the specific permission from the Principal.

Toilets – Please use the toilets designated for staff in the administration building.

*The Wynn Vale School Volunteer
Registration Form*

Name _____

Address _____

Telephone No

▪ **Home** _____

▪ **Work** _____

▪ **Mobile** _____

▪ **Emergency Contact** _____

Student Name _____

**I (_____), wish to volunteer at the
Wynn Vale School.**

**I have read the Wynn Vale School Volunteer Policy and agree to comply
with its requirements including the Police Check.**

Sign _____ **date** _____

Principal Signature _____ **date** _____
(signature acknowledges approval for _____ school year)

- **Signed - Code of Conduct** _____
- **Signed - Police Check** _____
- **Signed - Confidentiality** _____

SCHOOL VOLUNTEER AGREEMENT

NAME: _____

As a volunteer at Wynn Vale School I agree to abide by the conditions in the volunteer policy and volunteer under the supervision of the school staff.

Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal

If I am volunteering to transport students I have completed the Volunteers Driver Form.

Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.

Code of Conduct

As a Wynn Vale volunteer you are required to act in good faith and in the best interests of the school and to treat personal and sensitive information with discretion and confidentiality.

I understand that if I breach any of the above agreements, my services as a volunteer will be terminated.

VOLUNTEER

SIGNED NAME

DATE

SCHOOL PRINCIPAL (OR DELEGATE)

SIGNED NAME.....

DATE