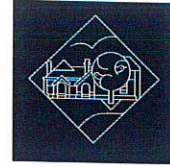


Glen Osmond Primary School

Volunteering at GOPS *March 2023*



Glen Osmond Primary School values the support of many parents and other members of the community who volunteer their time to support our students while enrolled at school.

Volunteering opportunities are set and reviewed regularly by the school.

Before beginning volunteering

Before volunteers start working at a department service, school or preschool, they must:

- complete a volunteer application form that includes signing a declaration
- meet the volunteer screening and suitability requirements
- complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) course for volunteers
- complete the volunteer induction, including work health and safety
- be given a role description
- sign a volunteer agreement.

Volunteer Application Form and Declaration

All volunteers at Glen Osmond Primary School must complete a volunteer application form, including emergency contact details and a declaration before the school can determine their suitability to volunteer.

Working with Children Checks (WWCC)

Glen Osmond Primary School requires all volunteers who volunteer in the following situations to have a current working with children check:

- anyone attending excursions or camps
- anyone supporting students in a class
- any sports coordinators, team coaches or managers
- all canteen volunteers
- all library volunteers

RRHAN-EC Course

All Glen Osmond Primary School volunteers who:

- attend excursions or camps,
- coach or manage a sports team, or
- volunteer onsite for class activities, canteen or library

must complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) course for volunteers. The RRHAN-EC course outlines volunteers' child protection responsibilities and provides guidelines on protective practices.

Volunteer Induction

- All volunteers must complete the department's online volunteer induction.
- All volunteers must complete a Glen Osmond Primary School Site induction, including information about work health and safety policy and legislation.

Volunteers at Glen Osmond Primary School

At the end of induction, volunteers will be asked to sign a declaration that they have completed the induction session.

All WWCC, RRHAN-EC and induction certificates/records along with the Volunteer application form, must be provided to the Glen Osmond Primary School Front office before volunteering commences.

All Volunteers

All volunteers are expected to uphold our school values of Persistence, Respect, Care, Integrity and Excellence (PRICE) at all times during their volunteering role when interacting with staff, students and other members of the community. All staff and students, volunteers and other members of the school community will be treated fairly with no special favours given.

Confidentiality

All student and family information is confidential and should only be discussed with the child's teacher and/or anyone on the Glen Osmond Primary School leadership team. Volunteers should refrain from making any comments about the use of individual teaching methodologies or student management methods.

All volunteer information will be stored confidentially on site in line with site record keeping procedures.

Mandatory Notification of Child Abuse

Volunteers who work with children (under 18 years) are mandated notifiers. They must understand notification and reporting child abuse requirements.

A mandated notifier is required by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm.

This obligation arises when a mandated notifier forms this suspicion in the course of their employment (whether paid or voluntary).

A mandated notifier must make the notification as soon as is reasonably practicable after forming the suspicion. Refer to the Mandatory Reporting Guide for helpful guidance around deciding when to report concerns to the Child Abuse Report Line.

If a mandated notifier forms a suspicion outside of their work (whether paid or voluntary) that a child or young person is, or may be, at risk of harm, they may make a notification to the Department for Child Protection voluntarily.

Work Health & Safety

Volunteers are workers under the Work Health and Safety Act 2012 (the Act), this means that the school will:

- ensure the health, safety and welfare of volunteers (as far as reasonably practicable)
- consult with volunteers about work health and safety
- give volunteers the necessary information, training and supervision.

As workers under the Act, volunteers have duty of care for their own health and safety as well as that of others, as part of this volunteers must:

- take reasonable care for their own health and safety
- make sure that their actions don't have an adverse effect on other people
- comply with any reasonable instructions, policies and procedures relevant to the health and safety at the workplace that they have been told about
- report any incidents or injuries to leaders as soon as possible

Glen Osmond Primary School has the right to decline voluntary work to a person they deem unsuitable to work with children and young people. The school may also require a volunteer to withdraw from volunteering activities at any time if concerns exist about their suitability to be working with children or if a situation or their behaviour has negatively impacted on the education service or community.

Volunteering during school hours

It is vital that we know who is on site at all times. All on-site volunteers must sign-in and out at the Front Office and wear GOPS Volunteer identification when on duty.

Photos and Videos

Volunteers may not take photos or videos of students (other than their own child) on their own device.

During volunteering

- Volunteers will follow their role description provided by the school
- Volunteers will follow staff directions at all times
- Volunteers must work in line of site of a staff member
- Volunteers must wear GOPS Volunteer identification when on duty

Volunteering for after-hours sports events

Team coaches and managers for after-hours sports must ensure:

- other adults are present, for example a parent – not in a volunteer role – who is just watching the activity from the sidelines (games and training)
- the volunteer has: the contact details of student's parents and/or caregivers details of who the students can leave with
- students go to the toilets in pairs
- access to a first aid kit and training
- they are aware of medical details of students (where necessary and as outlined in the student's health care plan)
- they are aware of written procedure about what the volunteer needs to do if the parents or caregivers do not arrive on time to pick up their child
- they follow the role description provided by the school

Key Contact people

Administration questions:

Nicole or Nerissa in the front office

Volunteering for School Sports:

Anthony Tucker

Volunteer Coordinator:

Martyn Cook