Callington Primary School
Volunteer Process and Policy

PHILOSOPHY

At Callington Primary School we believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

Child Related Employment Screening Process Eligible Individuals

The criminal history screening process undertaken by CPS is a gold standard process and is recommended by the South Australian Government for individuals who are working with children and other vulnerable groups.

Volunteers who engage in the following activities will be required to participate in a Child Related Employment Screening process via the Department of Community and Social Inclusion:

- attending any overnight camps/school sleep-overs or school excursions
- working one to one with children or working in close proximity to children on a regular basis out of the view of a class teacher e.g. Learning Assistance Programs, physical educations activities and coaching
- working in the library, uniform shop or canteen
- transporting children by private transport
- holding a position on Governing Council or other school committees that require them to be in close proximity to children or in a position of influence regarding the management of school funds

Criminal history screening checks are not required for one-off guest presentations such as guest speakers, concert performers or for attendance at one-off events such as sports days, working bees and whole of school/centre events.

SUPERVISION OF VOLUNTEERS

All volunteers need supervision appropriate for the work they are performing. For volunteers working with students, the volunteer must be directly supervised at all times. This does not mean that the volunteer must be in the line of sight, it means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or is to assist in toileting, feeding, medicating or supervising students in the sick room. When volunteers are transporting students the students should travel in groups individual students should not travel in a vehicle with a volunteer.
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Where a volunteer does not have direct contact with students the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the OHSW requirements.

RESPONSIBILITIES OF VOLUNTEERS

Students are a vulnerable group due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

• Work unsupervised with students
• Be involving in personal care of students
• Have unsupervised contact with students during breaks
• Encourage affection from or dependency in students (eg giving presents)
• Have intentional physical contact with students
• Display bullying or intimidating behaviours towards students

Volunteers must:

• Refer all student concerns or behaviour issues to the supervising teacher
• Refer all requests to access school files to the supervising teacher
• Sign the log in folder for volunteers on arrival and departure
• Wear the provided badge at all times
• Notify the school as early as possible if they are unable to fulfil their volunteer commitments
• Maintain confidentiality at all times