


St Therese's Primary School	System Update: 07/01/2022	
Version 2	Date of Next Review: November 2023	

# St Therese's Primary School

## Volunteer Procedure

### Introduction

St Therese's Primary School seeks to provide a safe, open & nurturing learning environment for all students. The school acknowledges the value that volunteers play in a variety of learning, school based & community activities and actively encourages their participation.

To ensure the safety, wellbeing and protection of all students, St Therese's Primary School maintains a comprehensive process for screening, authorizing, instructing and working with volunteers which is outlined in this procedure.

St Therese's Primary School takes its commitment to maintaining a 'Child Safe Environment' for all students and young people seriously and implores that all members of the school community, including volunteers, work with them to achieve this end.

### Scope

This procedure applies, in general terms to all parents, members of the School Advisory Committee or parent's association, student teachers, or individuals on work placement and any other person, who volunteer their services to the school.


### Definition

Volunteer: Any non-paid individual who provides support in educational, sporting, extra curricula or school community activities to the school. Their assistance is provided under the direction & supervision of identified school representatives.

Child Connected Work: 'Work authorised by the school's Principal, members of the Leadership Team or the School Advisory Committee performed by an adult in the school environment while children are present or are reasonably expected to be present'.

### Procedure

Any parent, members of the School Advisory Committee or parent's association, student teachers, individual on work placement and any other person, who wishes to volunteer their services to the school must ensure that they participate in the following screening and induction process.

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### **Volunteer Pre-Authorisation Screening Requirements:**


1. Prior to being considered for authorisation in any voluntary capacity by St Therese's Primary School, all potential applicants must hold a current (within 5 years of issue) Working with Children's Check (WWCC). Candidates who do not maintain a current WWCC will not be permitted to conduct voluntary work on behalf of the school.
2. Provide the school with the required COVID-19 Vaccination documentation prior to engaging in any volunteer work.
3. Upon receipt of a copy by the school of a current WWCC and COVID-19 Vaccination documentation, the applicant will be provided with a copy of St Therese's Primary School's 'Child Safety Code of Conduct'. The applicant will be required to take their time to read and acknowledge their understanding, via signature, of the school's expectations and their responsibility to exhibit 'acceptable behaviours' whilst volunteering and conducting 'Child Connected Works' at all times.
4. Upon receipt of an executed copy of the school's, 'School Community Child Safety Code of Conduct' the applicant will be required to provide to the school all relevant contact details including their residential address, telephone/mobile phone contact details and email address.

NOTE: The school may already be in receipt of these details.

5. Subsequent to this, the applicant will be provided with a briefing from a member of staff as to exclusion zones and restricted areas where volunteer access is not permitted. These areas may include the student toilets and the staff room. Information pertaining to the school's Emergency Management & Preparedness requirements will also be provided to the applicant at this time.
6. Prior to being authorised to volunteer by St Therese's Primary School, applicants must read, complete and acknowledge their understanding via signature of the volunteer attendance requirements outlined in the school's 'Volunteer Duty Statement'. This Duty Statement must be returned to the school prior to the volunteer receiving authorisation.

### **Volunteer Attendance & Participation Requirements.**

7. It is the volunteers' responsibility to remain familiar with the 'acceptable & unacceptable' behaviours outlined in the school's Child Safety Code of Conduct. They may be done by reading a copy previously provided, or by accessing the School Community Child Safety Code of Conduct via the school website.

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All volunteers are reminded that any person suspected of breaching any obligation, duty or responsibility outlined in the Code of Conduct will result in immediate action to address the concern. Where deemed appropriate, a breach of this code of conduct may be referred to Victorian Police.

All volunteers also accept that St Therese's Primary School may choose to cease individual volunteering arrangements at any time where a volunteer is in breach of the School Community Child Safety Code of Conduct or does not adhere to obligations outlined in the school's Volunteer Duty Statement.

8. Upon arrival at St Therese's Primary School all volunteers must acknowledge their attendance by 'signing in' via Passtab on the iPad located at the Front desk. It is the responsibility of all volunteers to also acknowledge their departure by signing out.

Where it is not practical to sign in for volunteer activities such as a Working Bee, the School Concert or Fete, it is the responsibility of all volunteers to make their attendance known to a member of the Leadership Team or the supervising staff representative and sign a hard copy register.

9. Volunteers are required to wear a school visitor / volunteer lanyard whilst participating as a volunteer or undertaking 'Child Connected Works'. This lanyard must be visible at all times. Staff members are instructed to approach any adult, during school hours, on the school site who is not wearing a visitor / volunteer lanyard. These individuals will be escorted back to the Administrative Building where they will be required to sign in.

NOTE: Multiple breaches of this essential security requirement may result in the authorisation to the volunteer being revoked.