Volunteer Policy

Our Vision
One Tree Hill PS, with the school community, is committed to support all students to become; successful learners, confident and creative individuals, and active and informed citizens. We want our whole school community to demonstrate our school values: Community, Curiosity, High Expectations, Kindness and Resilience.

We believe that volunteers 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. Our aims are to maximise the number and variety of effective volunteers who contribute to our school and to provide them with the support and recognition they deserve.

Implementation

- Volunteers will be assessed for their suitability to work at the school by a member of the Leadership Team. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.
- Volunteers will be required to complete the following:
- Attend the Volunteer Induction training.
- Obtain a Department of Communities and Social Inclusion (DCSI Criminal History Check.
- Complete the DfE online Volunteer induction
- Attend the Responding to Abuse and Neglect induction session for volunteers and complete and sign the 'School Volunteer Agreement' form before they commence volunteer work.

The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided induction training that will include:
    - Reporting abuse and neglect.
    - Occupational Health Safety & Welfare procedures.
    - Duty of Care responsibilities to students.
    - Confidentiality requirements.
    - Training specific to the area of volunteer work.

- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Any changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising staff will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.
- Provide volunteers with the support and recognition they deserve.

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 visitors' book on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Ensure all training and documentation is up to date and supplied to school.

Volunteers' Responsibilities

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, 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 involved in toileting students or assisting with change rooms / sickrooms.
  - Have unsupervised contact with students during break times.
  - Encourage affection from or dependency in students eg: by giving presents.
  - Have intentional physical contact with students (the supervising staff member will provide comfort / first aid to a distressed student).
  - Display bullying or intimidating behaviours towards students.

Cancellation of Agreement

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- Has no more suitable work available.
- Fails to follow requirements outlined in the volunteer policy and elaborated through the induction training.
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.
- May be in violation of a legal order or document.

Version:	2
Approved by site leader	Krystal Keogh
Date of approval	2/9/2025
Date of next review	2/9/2027
Amendment(s)	School values added as volunteering helps develop our school community.