



For the Whole of Their Life

## St. Philip's Christian College Gosford

### 5.2.34 Volunteers Policy 2015

Policy Document Information	
Author/Supervisor	Gosford College Leadership Team
Compliance	
Board of Studies	Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6.1 (Safe and Supportive Environment – Legislative Obligations) Section 3.6.2 (Safe and Supportive Environment -Student Welfare)
Legislative Requirements	See Children and Young Persons (Care and Protections Act 1998) Sect 23 <a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/carpapa1998442/s23.html">www.austlii.edu.au/au/legis/nsw/consol_act/carpapa1998442/s23.html</a> The Ombudsman Amendment (Child Protection and Community) Act 1998 <a href="http://www.legislation.nsw.gov.au/sessionalview/sessional/act/1998-148.pdf">http://www.legislation.nsw.gov.au/sessionalview/sessional/act/1998-148.pdf</a> CCH School Principals' Legal Guide <a href="http://www.cch.com.au">www.cch.com.au</a> Commission for Children and Young People Act 1998 Work Health and Safety Act (NSW) <a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218">www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218</a>
Other Policy Relationships	Complaints Policy Grievance Policy Managing Student Behaviour (Discipline) Policy Managing Student Behaviour (Discipline) Guidelines and Procedures Supervision Policy Staff Handbook
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools
Applies to	St. Philip's Christian College, Gosford

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the Board of Studies for registration of the school.

### 1. General Statement

The contribution of parents and other community members in providing various forms of assistance to enrich the educational program of the College is encouraged. We believe that voluntary helpers can make a significant contribution to the College 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 College programs, thus providing a wider range of interactions and experiences for students.

The Volunteer Helpers policy covers volunteer help in all areas including but not limited to: classroom support, canteen duty, learning support programs, office/clerical assistance, extra-curricular activities, sports coaching, transport and supervision assistance on excursions and camps, etc.

### 2 Aim

The aim of this policy is to support the work of volunteers within the College by providing guidelines for volunteers and ensuring that essential records are maintained.

### 3 Objectives - Policy statement

- 3.1 To provide a safe and supportive learning environment for both staff and students
- 3.2 To have a system in place for assessing the suitability of volunteers to assist with the learning/supervision of students in school based setting/out of school hours and the recording of such.
- 3.3 To have systems in place that appropriately induct and train volunteers for the specific role they offer to assist with.

### 4. Audience and Applicability

The College community including Staff, Parent/Carers and other community members.

### 5. Context

5.1 At St Philip's Christian College, Gosford we strive to provide quality learning environments which are safe, secure and supportive. To do this we need procedures that firstly ensure that all people working with students are of suitable character and skill and secondly, that our volunteers are empowered by being appropriately inducted into College protocols and procedures and sufficiently trained to complete the areas they have volunteered to assist with.

### 6. Responsibilities and delegations

#### 6.1 Principal

- ensure a Volunteers Policy is in place.
- ensure procedures and systems are in place to support the suitability, training and monitoring of volunteers
- the Principal or delegate will assess the suitability of individual volunteers and if deemed unsuitable they will be advised in person or in writing.

#### 6.2 Heads of Schools / Daily Organisation and Events Manager

- assess the suitability of individual volunteers if delegated responsibility by Principal and is communicated in person or in writing if volunteer is unsuitable.
- provide induction information for volunteers (including WHS, Child protection obligations and evacuation procedures) and make available all necessary documentation and support materials
- nominate a staff member to supervise volunteers in specific areas
- record all mandatory training and induction provided to volunteers (to be kept on file in the Administration Office).
- match volunteers to their particular area of suitability

### **6.3 Teachers or Supervisory Staff**

- explain to volunteers the specific requirements of the job they are to do. Providing specific training if necessary.
- Support Volunteers by providing all necessary equipment, resources and information required
- Provide suitable supervision of volunteers
- Provide opportunities for volunteers to discuss concerns, support needed, etc
- Monitor the effectiveness and ongoing suitability of volunteers.
- Feed back relevant information re Volunteers to the Head of School

### **6.4 Administrative Staff**

- Collect all Volunteer information documents (including Working with Children Check) and send to the appropriate administrative staff member to be processed
- Maintain accurate databases re Volunteers (Names, addresses, etc)
- Provide volunteer identification cards for each Volunteer and ensure they sign in and out when they assist at the College.
- Collate all volunteer documents and send forms to the Administrative Assistant. For processing.
- The Administrative Assistant maintains the College Volunteers' database and files forms.

### **6.5 Volunteer**

- make informal contact with College to ascertain school needs
- apply to the College stating capacity wishing to volunteer in and provide background details, experience and referee details.
- attend an information session or interview if required.
- attend induction training and read all provided information.
- Sign general agreement, privacy collection notice and child protection declaration forms.
- sign daily attendance register and wear identification tag at all times when acting as a volunteer at the school.

### **6.6 Students**

- show respect and obedience to all volunteers
- follow the directions and instructions of volunteers

## **7. Monitoring, evaluation and reporting requirements**

This policy will be evaluated and reviewed every three years or as needed in line with legislative changes.

### **Additional Materials**

Child Protection Policies, Guidelines and Procedures

Managing Student behaviour (Discipline) Policy, Procedures and Guidelines

Managing Student Behaviour (Commendation) Policy, Procedures and Guidelines

Anti-Bullying Policy, Procedures and Guidelines

Supervision Policy, Procedures and Guidelines

WHS

Evacuation Policy, Procedures and Guidelines