INFORMATION FOR VOLUNTEERS

The welfare of our students is our highest priority. The following information is provided to ensure that we exercise our responsibility for the protection and safety of our students, and to inform you of our requirements. Volunteers who have regular close contact with students, for example sports coaches, and those who assist at camps or similar activities, will receive additional information.

Student behaviour
You will be treated with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If that behaviour persists, please seek help from the supervising staff member or senior staff.

Record keeping
The school’s administrative staff need to know who is in the school at any one time, especially in cases of emergency, so you will be required to “check in” at the front office or with the supervising teacher, and “check out” on your departure. Records of your work with students may also be kept, to monitor their progress.

Privacy and confidentiality
Strict provisions under the Privacy Act prohibit the release of information for a purpose not intended when the information was collected. Any personal information about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it relates to mandatory notification requirements. This includes names, addresses, telephone numbers, circumstances or situations of any nature. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management. Refer all requests for access to files and records to the supervising teacher.

Notification of child abuse
Under the Children’s Protection Act, 1993, you are obliged by law to notify Families SA if you suspect that a child has been subjected to abuse. This is done by telephoning the Child Abuse Report Line on 131 478. You are advised to discuss your suspicion with the principal first. Your suspicions could relate to anyone with whom you come into contact as the perpetrator of the abuse, for example, a fellow volunteer, a teacher, or a parent.

Definitions of abuse:

Physical Abuse
“Physical abuse is non-accidental physical injury inflicted upon a child.”

Sexual Abuse
“Sexual abuse is any sexual behaviour imposed on a child under the age of eighteen.”

Emotional Abuse
“Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child’s emotional and/or physical development.”

Neglect
“Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child’s physical, intellectual or emotional development.”

The law does not require that you prove your suspicions, as that is the role of Families SA. Your identity as a notifier will remain confidential. If you suspect that someone is stepping over the bounds of a normal adult/student relationship, please speak to the principal.

Conversations with students
Remember that you are acting as a role model to the students who observe you. Any topics of conversation should be above reproach.

Being alone with a student
You should be within sight of a member of staff when working with an individual student. Never lock a door so that you are locked in with a student. You will not be required to “mind” a class in the absence of a teacher.

Toilets
Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toiletting of students, nor with sickroom and change-room activities.

Sexual and racial harassment and bullying
Under the Equal Opportunity Act (SA) 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racial harassment.
At this school it is the responsibility of the principal to investigate any reports of sexual or racial harassment or bullying. We also have staff who will maintain absolute confidentiality, listen sympathetically and explain the complaint procedures to you. The staff representatives to contact are the Occupational Health Safety and Welfare staff representative or a member of our Personnel Advisory Committee. Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put down jokes, attacks on property, exclusion and physical violence.

Work Place Health and Safety
The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation etc, and report all injuries and accidents occurring whilst at the school to office staff as soon as possible. Further information is available in the Occupational Health Safety and Welfare Manual.

Insurance
The Volunteers Protection Act 2001 protects volunteers from personal civil liability for an act or omission done or made in good faith and without recklessness in the course of carrying out volunteer duties. Claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools are managed by the department in accordance with uniform public sector guidelines. Further information is available from the principal or department’s Administrative Instructions and Guidelines.

Policies and Guidelines
A range of policies and documents relevant to the school’s operations can be found on the school website, and on the department’s web site:

http://www.schools.sa.gov.au

Smoking
Smoking is prohibited at all times on school grounds.

Thank you for taking the time to read this information. Your participation in the work of the school is greatly appreciated. We want to ensure that your involvement will be a safe and fulfilling experience for all concerned. Do not hesitate to speak with the principal or another member of senior staff if you require further information.

Salisbury Heights Primary School values the work of volunteers in assisting us to provide an excellent learning environment for our students.

How to become a volunteer
To be a volunteer at Salisbury Heights Primary School you will need to:

- If required - hold a current Child Related Employment Screening clearance (valid for 3 years).
- Have completed RAN (Responding to Abuse and Neglect) Training.
- Sign a ‘Volunteer Agreement’.