

Dear Volunteer,

On behalf of Belair Primary School thank you so much for offering your time. This makes a real difference to our students.

Included in this pack are the documents DfE require. If you would prefer to have hard copies of the documents, please ask. If you need assistance completing some, or all of the steps please contact the office.

1. Volunteer application form (confidential)

Please complete and return via email dl.0524.finance@schools.sa.edu.au or in a sealed envelope to the school office. We recommend parents use the office staff or class teacher as a referee if they know you.

DHS Working with Children clearance

Depending on the volunteer role, a Department for Human Services (DHS) Working with Children check may or may not be required. Generally parents and guardians will not require DHS Working with Children check if they are volunteering in connection with an activity which involves their own child.

Examples include

- assisting in their child's classroom activity such as reading
- assisting in an outdoor activity involving their own child, such as garden club

Working with Children checks will be required for

- volunteers who are not a parent or guardian of a student
- those working closely with children with disabilities
- sports coaches
- parent volunteers, if their own child is not involved in the service or activity
- people attending overnight camps and school sleep overs
- governing council and parent association members
- hosts of billets or homestay students
- tertiary students and supervisors
- anyone who provides volunteering support to the school more generally, such as helping in the school canteen, resource centre or uniform shop

Exceptions where the volunteer application process will not be required

- parents or guardians, family and friends attending one off events such as sports days, working bees
- visiting the school
- providing workplace experience to high school students

Once your application form has been received we will progress a Working with Children clearance if required.

Respond to the email received from DHS in order to complete the process.

2. DfE on-line induction sessions for volunteers

Complete the following two online courses:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Volunteer General Induction

The Volunteer Pack contains the instructions and links to these courses.

If you experience any issues accessing or managing the on-line sessions please contact the school. You can arrange to complete the sessions at school.

Provide the school with a copy of each Certificate of Completion.

3. Volunteer role description

Read the role description and contact the school if you have any concerns.

4. Volunteer site induction checklist

Once we have received all documentation and you have been approved as a volunteer you will be supplied with our site induction document and a checklist.

Read the information sheet to familiarize yourself with the site. If you have any questions relating to this, please contact Belair PS front office.

Sign the site induction checklist and return it to the front office.

5. Volunteer agreement

Sign and return

When all forms and criteria have been met you will be notified and you may begin in your volunteer role.

Once again thank you for volunteering at Belair Primary School. Your support is very much appreciated.



Rob Houston
Principal

Volunteer application form – confidential

Name of site or service: Belair Primary School

Volunteer role: Classroom support ☐ Canteen ☐ Library ☐
Sport coach ☐ Committee ☐ Kids Hope ☐

Your personal details

Are you a parent or guardian of a child at this location? Yes ☐ No ☐ Child's name: _____

Given and middle names :		Preferred name for name badge:	
Family name:			
Home address:		Date of birth:	
		Female / male / other/not disclosed	
Postal address: <i>Same as above</i> ☐		Home phone:	
		Mobile:	
Email address:			
Emergency contact name & relation to volunteer :		Emergency contact phone:	
Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency? For example: diabetes, severe food allergy, asthma, epilepsy Yes ☐ No ☐ (If yes please give details below and discuss at your interview.)			
Do you need any special assistance because of a disability? Yes ☐ No ☐ (If yes please give details below and discuss at your interview.)			

Your volunteering, employment or study details

Tell us about something you've done recently			
Name of organisation:		Phone :	

How can you connect with our community?

Your country of birth:	
Are you of Aboriginal and/or Torres Strait Islander origin?	Yes ☐ No ☐ Not stated ☐
Languages you speak other than English:	
Availability: What days and times do you think you could volunteer?	
Tell us about yourself: List a few things that you can contribute to your role as a volunteer. For example, mentoring, gardening, storytelling, administration, sport and so on.	

Screening

Volunteering with us might mean that you need a working with children check.

You understand that if a working with children check is needed you will not be able to start volunteering until a clearance has been received. Yes ☐ No ☐

If you have a working with children check already, please provide us with your screening reference number: **SRN** _____ - _____

Your personal referees

We will contact these people to find out a bit more about you. It's okay if it's someone at our school or centre who already knows you. We just need at least one person's details.

Referee 1

Name:	Email or phone:
How do you know this person?	
☐ friend ☐ relative ☐ employer ☐ volunteer coordinator ☐ other (please specify):	

Referee 2

Name:	Email or phone:
How do you know this person?	
☐ friend ☐ relative ☐ employer ☐ volunteer coordinator ☐ other (please specify):	

Volunteer declaration – confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you.
If you have any questions about this declaration, please talk to the education or early childhood service leader.

Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?	Yes ☐	No ☐
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes ☐	No ☐
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes ☐	No ☐
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes ☐	No ☐
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes ☐	No ☐
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes ☐	No ☐
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.		
You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes ☐	No ☐

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: _____ **Date:** _____ (day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

OFFICE USE ONLY: Site leader: Proof of ID sighted ☐ File created, stored securely and confidentially ☐

DfE on-line induction sessions for volunteers

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Volunteer General Induction

What you need before you start

- A current individual email address
- A computer or mobile with an internet connection
- A recent web browser, like Google Chrome (50 or later), Internet Explorer (10 or later), or Firefox

Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
 - in the field “Select Account type” select **Volunteer**
 - enter your email address (this will be your plink username), choose a password (containing at least 6 characters including at least 1 uppercase letter and 1 numeral) and type in your name
- Select “I accept the terms of use and code of ethics”
- Select “Create Account”

If you are already registered

- Go to the website: <https://www.plink.sa.edu.au/pages/login.jsf>
- Log in with your plink username and password

Doing the courses

- Select the course
 - “Responding to Risks of Harm Abuse and Neglect-Education and Care online induction session for volunteers” (takes about 90 minutes)
 - “Volunteer General Induction” (takes 20 -30 minutes)
- Select “Register”
- When you have completed a course, you will be issued a certificate of completion. (You will also find it in the “certificate tab”)

You need to provide us with a copy of each certificate

Volunteer Site Induction Information Sheet

Thank you for volunteering at Belair Primary School. We really appreciate the time you are giving. If you have further questions with regard to site induction please contact Volunteer Coordinator,

[mailto : dl.0524.finance@schools.sa.edu.au](mailto:dl.0524.finance@schools.sa.edu.au)

Key contact people, roles & responsibilities:

Rob Houston	Principal
Danni Giro	Deputy Principal
Donna King	Assistant Principal, School Sport Coordinator
Judith Wood	Business Manager
Janita Collins/Kerrie Wooding	Front Office Administration
Julie Croft	Canteen Manager
Sara Walding	Pastoral Support Worker
Natasha Cowey	PYP Coordinator, Library
Paula Hogart	Finance / Administration / Volunteer Co-ordinator

If you are unable to attend a scheduled session, contact the appropriate person above.

School times:

8.45	school begins
10.40 – 11.00	recess break
12.50 – 1.30	lunch break
3.10	school ends

Please note the following:

Sign in at the front office on arrival and collect an ID badge and **sign out** when leaving

Adult toilets are located in the main office building. Do not to use student toilets

Work spaces and other relevant places will be shown by the staff member you are working with **First aid** - in the event of injury report to the Front Office for assistance

Smoking is not permitted anywhere within the school buildings and grounds

Report any child safety concerns to Rob Houston or Teagan Sargent

Personal electronic devices are not be used while on site.

Volunteers are not to be left unsupervised with students.

Confidentiality:

Personal information about students and staff must be kept confidential and only be used for official purposes or when required to do so by law.

Emergency procedures:

Be aware of the following procedures and take direction from supervising staff member:

BUSH FIRE (level 3) a **continuous siren** and “**Evacuate to the Gym**” announced on loud speaker

EVACUATION 6 short rings and “**Evacuate**” announced on loud speaker
proceed to **Oval** or **North Duty** area immediately (depending on vicinity of fire)

INVACUATION announcement on loud speaker followed by a **number of short siren blasts**
move **indoors** immediately until “**All Clear**” is announced

Work, Health and Safety:

Take reasonable care for health and safety

Ensure acts or omissions do not adversely affect the health and safety of other persons. This includes appropriate and responsible use of resources and equipment.

Comply with department policy, procedure and instruction that is given by the site manager Report incidents to Judith Wood, Business Manager

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

Volunteer site induction checklist

Volunteer's name: _____ Site leader's name: Rob Houston

This checklist is acknowledgment that you have received and read the information on the Belair Volunteer Site Induction Information Sheet. Please sign and return this form to the Front Office.

Before the volunteer starts	Completed by site leader/s
The site leader must make sure the tasks in the 'before a volunteer starts' section of the volunteer procedure are completed.	☒
Is the general induction certificate attached? This is normally an online session, but if there are language barriers or other difficulties a face-to-face general induction must be organised instead.	☒

Orientation to the workplace, done together by the volunteer and person doing the induction	Completed
Introduce the volunteer contact person and key people at the site, along with an explanation of each person's role.	☒
Tour of site grounds and facilities (if applicable) Identify work space, including storage areas, staff area, kitchen, site boundaries, car park, room locations, emergency exits, first aid kit, and toilets for adults to use	☒
Administrative information - x Arrange security access: for example, ID badge, where to sign in - x Check that the volunteer has given their emergency contact person's details - x Give the volunteer a site map or plan (if available) - x Talk about the site's daily routine (times for lessons, sessions, lunches, breaks, start and finish) - x Go through the processes for: - o reporting absence (calling in sick) - o reimbursing out-of-pocket expenses - o booking rooms and resources - o use of site's equipment and services, for example ovens, computers, internet	☒

Orientation to the workplace, done together by the volunteer and person doing the induction	Completed
○ use of personal mobile phones, online networking and cameras while at the site.	
Communication procedures and processes Show how to find the procedures and processes for communicating with children or students, other staff and volunteers, families and community (for example, newsletter, emails, communication noticeboards, department policies). Explain that if there's a message to be passed on outside of the scheduled volunteering, it always needs to go through staff. Not direct to the child, student or family.	☒
Site work health and safety (WH&S) – including injury management Provide information about relevant work health and safety policies, procedures, and responsibilities. This includes: - x incidents, injury, hazards and reporting requirements, first aid, emergency procedures (including but not limited to: evacuation, fire, bomb threat, lockdown) location of WH&S information (for example, noticeboards in designated staff areas, how to do safe manual lifting). - x introducing the key safety contacts: first aiders, wardens, health and safety representatives.	☒

Understanding roles, responsibilities and expectations	Completed by site leader/s
Make sure the volunteer knows the names of the: - x site leader (the principal or preschool director, for example) - x nominated site leader for child safety concerns - x volunteer contact person. This is their key contact person. Explain site priorities and values, and relevant site-specific information.	☒
Make sure the volunteer signs the department's volunteer agreement and that they understand their responsibilities.	☒
Tell volunteer about supervision requirements and make sure they understand they must not be left unsupervised with children or students.	☒

Volunteer: I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare my understanding of all items in this checklist and acknowledge I can seek further clarification if required from the site.

Signed: Volunteer _____ Date _____

Site leader: I have recorded the volunteer's details according to the volunteer procedure.
I confirm that all items in this checklist have been covered correctly.

Signed: Site leader _____ Date _____

BELAIR PRIMARY SCHOOL

Main Road, Belair.

SA 5052



Rokewood Avenue

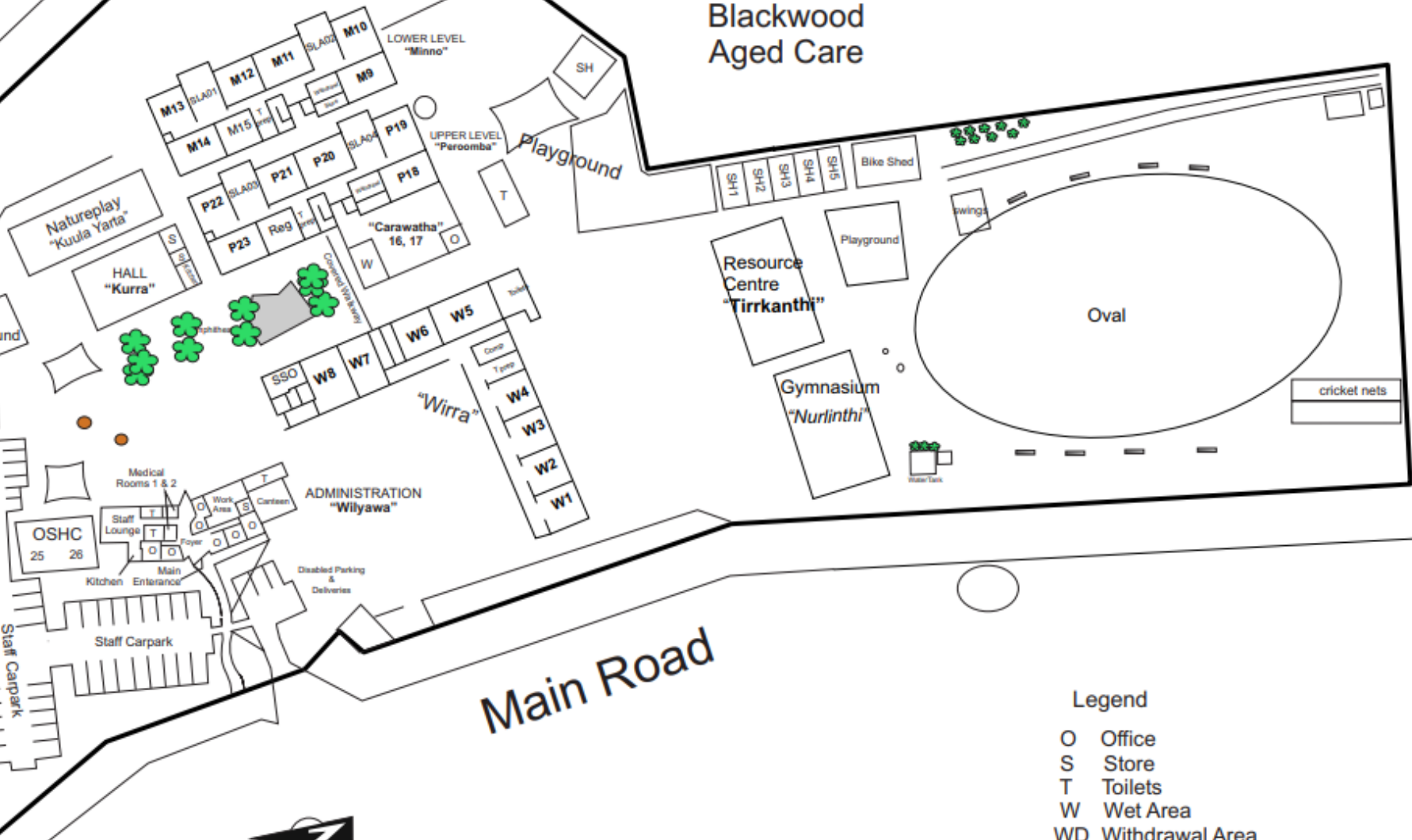
Rokewood Scrub

Blackwood Aged Care

LAFFERS ROAD

Monalta Drive

Main Road



Legend

- O Office
- S Store
- T Toilets
- W Wet Area
- WD Withdrawal Area
- SH Sheds





Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)
to volunteer at **Belair Primary School**.

Site responsibilities

We agree to:

- ☒ welcome you and value your work
- ☒ make sure you meet all of the department's volunteer policy and procedure needs, including that you:
 - ☐ know about Department for Education screening and suitability requirements
 - ☐ are aware of work health and safety
 - ☐ are supervised
- ☒ give you an induction
- ☒ appoint a contact person to help you
- ☒ give you a clearly written role description
- ☒ provide you with support and regular feedback about your work performance
- ☒ offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- ☒ keep accurate and confidential records of your work and personal details
- ☒ provide you with a safe working environment.

Site leader/s name _____ signature _____ date _____ (day/month/year)

Volunteer responsibilities

I agree to:

- ☒ only do the work in my volunteer role description
- ☒ do my volunteer role to the best of my ability
- ☒ do any required induction or training
- ☒ work under staff supervision
- ☒ always think about the safety and wellbeing of children and young people, by:
 - ☐ following the Responding to Abuse and Neglect – Education and Care requirements
 - ☐ immediately reporting to a site leader any concerns I have about a child or young person
 - ☐ reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report
- ☒ Line x tell the site as soon as possible if I cannot make it in or need to stop helping out
- ☒ follow all Department for Education and SA Government policies and procedures relevant to my role
- ☒ comply with the guideline of the commissioner for public sector employment – volunteers
- ☒ report any workplace health and safety concerns
- ☒ follow legislation and reasonable, lawful directions that relate to my role
- ☒ advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- ☒ stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____ (day/month/year) This
agreement can be cancelled by either the site leader or the volunteer at any time.



Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

Values

- x Service – proudly serve the community and government of South Australia.
- x Professionalism – strive for excellence.
- x Trust – have confidence in the ability of others.
- x Respect – value every individual.
- x Collaboration and engagement – create solutions together.
- x Honesty and integrity – act truthfully, consistently, and fairly.
- x Courage and tenacity – never give up.
- x Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- x When you volunteer with children and young people:
 - o make sure the time spent together is positive
 - o treat them with dignity, equality and respect
 - o give them a chance to speak about the things that affect their care or learning
 - o listen to them
 - o be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
 - o make sure they are in a space that is safe and free from obvious hazards.
- x Be polite. Respect all people.
- x Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- x Avoid making any special relationships with children or young people:
 - o make sure there's no favouritism, like gifts or special treatment
 - o don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- x Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- x Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- x Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- x Ask for help when needed. Listen to and follow instructions from the site leader.
- x Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- x Don't accept gifts that might influence how you do your work.
- x Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- x Use government and public resources responsibly and appropriately, including equipment and technology.

