



GERALDTON
GRAMMAR SCHOOL

Achieve · Inspire · Motivate

Volunteers Policy and Procedures

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Policy	This policy outlines the Geraldton Grammar School policy on the management of an emergency occurring at the school.
Scope and application	Policy applies to all volunteers at Geraldton Grammar School
Related legislation and guidelines	Volunteers (Protection from liability) ACT 2002
Related Policies	Duty of Care, Staff, Volunteers and the Board Code of Conduct, Excursions Policy, Staff induction
Evaluation	Annual

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
19/05/2018	Written	DLE
19/02/2019	Minor amendments	NFT
23/07/2019	Update to Screening information	MNN

VOLUNTEERS POLICY

Policy Statement

Geraldton Grammar Schools encourages members of the school community and broader community to engage with students and teachers. Evidence suggests the more collective approach to education the greater the likelihood of improved educational outcomes for students. Volunteers make up an important part of the delivery of both curricular and co-curricular activities. This policy and set of procedures will guide the role of volunteers at Geraldton Grammar School and provide an outline for the administration of volunteer agreements, induction of volunteers and role of volunteers at Geraldton Grammar. Student's health, safety and well-being along with educational outcomes will be the determining factor in any volunteer arrangement.

Definition

According to the Volunteer (Protection from Liability) Act 2002, a **volunteer** is defined as a person who does community work on a voluntary basis. In general, a volunteer school worker is a person who voluntarily engages in school work without payment or reward. School work is inclusive of but not exclusive to:

- Carrying out the functions of the Geraldton Grammar School Board.
- Any activity carried out for the welfare of Geraldton Grammar School, by the Board of Governors, the Parents and Friends Association or any other body organised to promote the welfare of the school.
- Any activity carried out for the welfare of the school at the request of the Principal or School Board.
- Providing any assistance in the work of Geraldton Grammar School (at any year level).
- School fundraising.
- Assisting with camps, tours, incursions or excursions.

PROCEDURES AT GERALDTON GRAMMAR SCHOOL

The following procedures outline the steps taken at Geraldton Grammar School in relation to various volunteer arrangements. The appendices attached provide Child Protection advice for all volunteers, a checklist for new volunteers and an outline of responsibilities with regard to attaining a Working with Children's Check.

Seeking Volunteers.

- Geraldton Grammar School will seek volunteers in a number of areas.
- The type of volunteer arrangements will change depending on the nature of the role.
- The role will be made clear prior to the volunteer arrangements being formalised.

Induction and Screening

- All Volunteers, with the exception of parents volunteering in certain activities where their child is also involved or participates (unless attending an overnight activity) must hold a valid Working with Children Check.
- Volunteers will also be screened by the school and an assessment made as to whether the individuals are appropriate for the role.

- Geraldton Grammar may sign as an organisation for Working with Children's checks for volunteers. Only members of the senior management team or the human resources team may sign these.

Obligations of Volunteers

At Geraldton Grammar School, a volunteer's most important responsibility relates to his/her duty of care to children. Respecting the rights of children means they should **not**:

- Work unsupervised with students unless arranged and inducted as to the expectations surrounding this arrangement.
- 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 teacher should provide comfort/first aid to a distressed student).
- Display bullying or intimidating behaviours towards students.

Therefore, volunteers **should**:

- Refer all student concerns or behaviour issues to their supervising teacher.
- Refer all requests to access school files to their supervising teacher.
- Sign the school's Visitor Book for Volunteers on arrival and departure.

Along with these requirements, Geraldton Grammar School expects all volunteers to uphold certain behaviours but not exclusive to:

- Reliability.
- Respecting confidentiality and privacy.
- Carry out the volunteer position that was agreed upon.
- Accountability for the tasks given.
- A commitment to working for the School.
- A willingness to undertake training as required.
- A recognition of limitations and a willingness to ask for help and support when needed.
- Being supportive of other volunteers and an ability to work as part of a team.
- Being prepared to follow all relevant school policies and procedures.
- Giving adequate notice before they leave the organisation.

Obligations from the school

Geraldton Grammar School has certain obligations under the Working with Children (Criminal Record Checking) Act 2004. Under the Act schools must;

- Ensure that all volunteers who are required to apply for a Working with Children (WWC) Check do so.
- Ensure that they do not engage a volunteer in child-related work if they are required to apply for a WWC Check and have not done so.
- Ensure that volunteers who have been issued with a Negative Notice are not accepted as volunteers at Geraldton Grammar School.
- Ensure that they do not disclose information about a volunteer that has been acquired from the carrying out of the WWC Check, except in certain circumstances listed in the Act, such as for the purposes of a reference check with respect to child-related work.
- Ensure that they are aware of the collection of and storage of their personal details by the School in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012).

Additionally, Geraldton Grammar School will:

- Keep a copy of the Working with Children's Card on file.
- Develop human relations and workplace procedures, to be implemented in the event the Department for Child Protection issues one of the volunteers with an Interim Negative Notice or Negative Notice.
- Provide a full induction training.
- Match volunteers with work that is suitable to their skills, interests, time commitments and health status.
- Ensure that the supervising teacher is cognisant of the volunteer's actions and behaviour with students.

Induction process

Geraldton Grammar School will ensure that all volunteers are inducted to the extent that their volunteer service requires. Volunteers based on campus will be made cognisant of;

- Emergency procedures.
- Their role description.
- Their responsibilities.
- Occupational Health and Safety arrangements.
- Direct line manager or supervisor.
- Staff, Volunteers and the Board codes of conduct.
- Child safety protocols and procedures.
- Privacy protocols and expectations.

Additionally, volunteers who assist in off campus activities will;

- Be made aware of all camp/excursion/trip/exchange expectations.
- Their role whilst on the camp/excursion/trip/exchange expectations.
- All emergency procedures, medical conditions and associated risks whilst on the camp/excursion/trip/exchange expectations.

Insurance and Record Keeping

All volunteers are covered by the school's Public Liability insurance as well as the School Volunteer's Insurance Policy.

Geraldton Grammar School will keep records of;

- Sign in and out sheets as a method of validating the volunteer arrangements.
- Names and contact details of those signing volunteer agreements.
- Copies of WWC checks should they be required.
- A role description and the dates of the agreement.

Cancellation of Volunteer Agreement

The vast majority of volunteer work will end when the need has been met or the volunteer is no longer able to meet the requirement of the agreement.

In cases where this is not the case and concerns arise about a volunteer, an opportunity to remedy a problem or improve an area of concern should be offered wherever appropriate. However, an agreement with a volunteer can be cancelled at the school's discretion where the volunteer:

- Has no more suitable work.
- Fails to follow requirements outlined in the School Volunteer Policy and induction process.
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.

Geraldton Grammar School will follow the constitutional guidelines of the Board of Governors should a board member fall into this category.

APPENDIX 1:

Check list for new volunteers

- Plan and document a volunteer induction
- Confirm the volunteer fully understands the role and the obligations, expectations and protocols associated with the role
- Discuss the Mission, values, goals and important policies at the school
- Discuss provisions for the volunteer, line manager, adjustments for disability and protocols for redress of issues
- Consider the provision of a mentor should the need arise
- Inform staff and students of the volunteer's arrangements
- Provide the volunteer with a tour of the campus, or in the case of camps/excursion/trips a physical orientation of the area.
- Discuss emergency procedures
- If required explain the school intranet, provide staff numbers, email addresses and lists of faculties and sub-school groups
- If required outline the ITC protocols at the school and a log on to access the school network
- Identify key staff and provide introductions as required may include but not be restricted to;
 - Office staff
 - Line managers/supervising teacher
 - Health and safety representative
 - Librarians
 - School Principal
 - School Canteen staff
 - Business manager
 - Deputy Principal
- Explain Complaints policy
- Provide a list of commonly used acronyms



No child should suffer harm, either at home or at school. Everyone who works in our school has the responsibility to make sure that all our children and young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Deputy Principal if you are unclear about anything in it, and keep the leaflet in a safe place so you can read it again if you need to.

If you are worried about the safety of any child or young person in our school, you **must** report this to the Principal, supervising teacher, Head of Primary or the Deputy Principal.

CONTACTS

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Child Protection Advice

FOR VOLUNTEERS AND
REGULAR VISITORS



Child Protection Advice

Thank you for your interest in becoming a volunteer or regular visitor. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Geraldton Grammar School.

What are my responsibilities?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

Volunteer Declaration

As a volunteer at this school, you are expected to sign the volunteer declaration. Some volunteers are also required to complete a Working with Children Check.

It is a requirement, also, that you inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your area.

Geraldton Grammar School has a Child Protection Policy and a copy is available on the school website.

What should I do if I am worried about a child?

If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour
- Concerning observations

Please report these concerns to supervising teacher.

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Principal in order that they can provide appropriate help.
- **Do not interrogate** the child or **ask leading questions**.
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Do not ask the child to write a statement.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the front office, and should be completed and returned to the Principal to enable the matter to be dealt with in the most appropriate way.

Please ensure you have signed and dated the record.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Principal.

What should I do if the alleged abuser is the Principal?

You should report such allegations to the Chair of the Board.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer or regular visitor you may well be working closely with children sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested by the class teacher, exchange emails or text messages, or give out your own personal details. Any unprofessional contact with pupils (eg through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

