



VOLUNTEERS POLICY AND PROCEDURE

1. INTENT

This Policy aims to provide clear guidelines for staff and volunteers regarding the involvement of volunteers in activities under the auspices of St Margaret's Anglican Girls School and to ensure the school and volunteer comply with current legislative requirements in relation to working with children.

2. DEFINITION

Volunteer - is a person who offers services for school activities, but receives no remuneration or reward from the school for the services provided. Volunteers may be parents, guardians, relatives of a student or school community members (e.g. alumni, coaches).

For the purpose of this policy a volunteer does not include the following people/events:

- Guests who are invited by the classroom teacher to provide a brief presentation on a specific topic;
- Relatives/friends who attend the classroom to observe a particular event such as news time or a student talk;
- Visitors in the classroom for brief periods of time, during which the teacher is constantly present.

3. SCOPE

This Policy provides guidelines for all personnel volunteering at St Margaret's and should be read in conjunction with the *Volunteer Handbook* (Appendix One) and the *Volunteer Declaration* (Appendix Two).

4. GUIDELINES

4.1 School's Responsibility to Volunteers

- A staff member will be allocated to supervise (directly or indirectly) a volunteer in the area in which he/she works;
- Volunteers will be given training by a supervising staff member or another member of staff in the area in which they work
- Volunteers are protected from liability for community work undertaken at the school if these activities are undertaken in accordance with the school guidelines, are within the scope of the school's community work and are undertaken in good faith. Further, they are protected by the school's public liability and personal accident insurance whilst acting as a volunteer;
- Accurate records will be kept of a volunteer's attendance at the school for emergency and evacuation purposes;
- Volunteers will be provided with a volunteer's badge which must be worn at all times whilst on the school's premises;

- Volunteers need to familiarise themselves with relevant information available on the St Margaret's website regarding:
 - ✓ Student Protection in Anglican Schools Policy
 - ✓ Student Protection Officers
 - ✓ School Community Code of Conduct
 - ✓ Evacuation Procedure
 - ✓ Lockdown Policy
 - ✓ Privacy Policy
 - ✓ Cyber Safety Policy
 - ✓ Child & Youth Management Strategy
 - ✓ Staff Code of Conduct

4.2 Responsibility

In order to operate as a volunteer within the school, the volunteer needs to:

- Acknowledge understanding of the Student Protection in Anglican Schools policy and reporting requirements relating to their position in the school prior to commencing that position
- Ensure that their behaviour neither encourages nor supports behaviours in others that undermine the purpose of the Student Protection in Anglican Schools policy
- Refrain from any behaviour which is inappropriate or could lead to harm of a student
- Practise safe behaviours at all times during the course of their volunteer role
- Understand that school staff have certain reporting obligations by virtue of legislation and policy to report all suspicions, information or allegations of sexual abuse, risk of sexual abuse and likely sexual abuse and other forms of harm and inappropriate behaviour of/to a student/s;
- Refer all student concerns or behaviour issues to the Principal, supervising teacher or SPO (Student Protection Officer) including all suspicions or concerns they may have or have formed about any form of harm of a student
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment;
- Keep confidential any personal or sensitive information of which the volunteer becomes aware through involvement with the school. This includes information about a child's educational progress;
- In the event of an emergency, follow the instructions of the teacher/staff member until such time as the emergency is declared over;
- Ensure Blue Card requirements as detailed in the current Blue Card Policy are current and updated where necessary;
- Ensure standard of dress is suitable and appropriate for the activity being undertaken and the school's expectations;
- Know the guidelines on action to be taken in the event of an accident and be aware of emergency contact procedures;
- Be accompanied by a St Margaret's employee when appropriate;
- Complement the work of staff members; Sign in and out as a guest at Reception or at their immediate work area;
- Follow instructions and guidance provided and exercise due care in the performance of duties to prevent accident or injury to yourself, peers or others;
- Support the Mission and Values of the school.

In order to operate as a volunteer within the school, the following situations must be avoided:

- Visiting students in bedrooms/dormitories without being accompanied by a member of staff;
- In the course of volunteer duty, taking students in private vehicles without express permission of the Principal or delegate and appropriate procedures being followed;
- Encouraging affection from or dependency in students e.g. by giving gifts;
- Having intentional physical contact with children;
- Displaying bullying or intimidating behaviours towards others;
- Initiating out of hours contact with students.
- Engage in inappropriate conversations with others about the behaviour of staff, students and parents observed while undertaking volunteer duties.

Appendix One: *Volunteer Handbook*

Appendix Two: *Volunteer Declaration* Date of Policy: March 2014

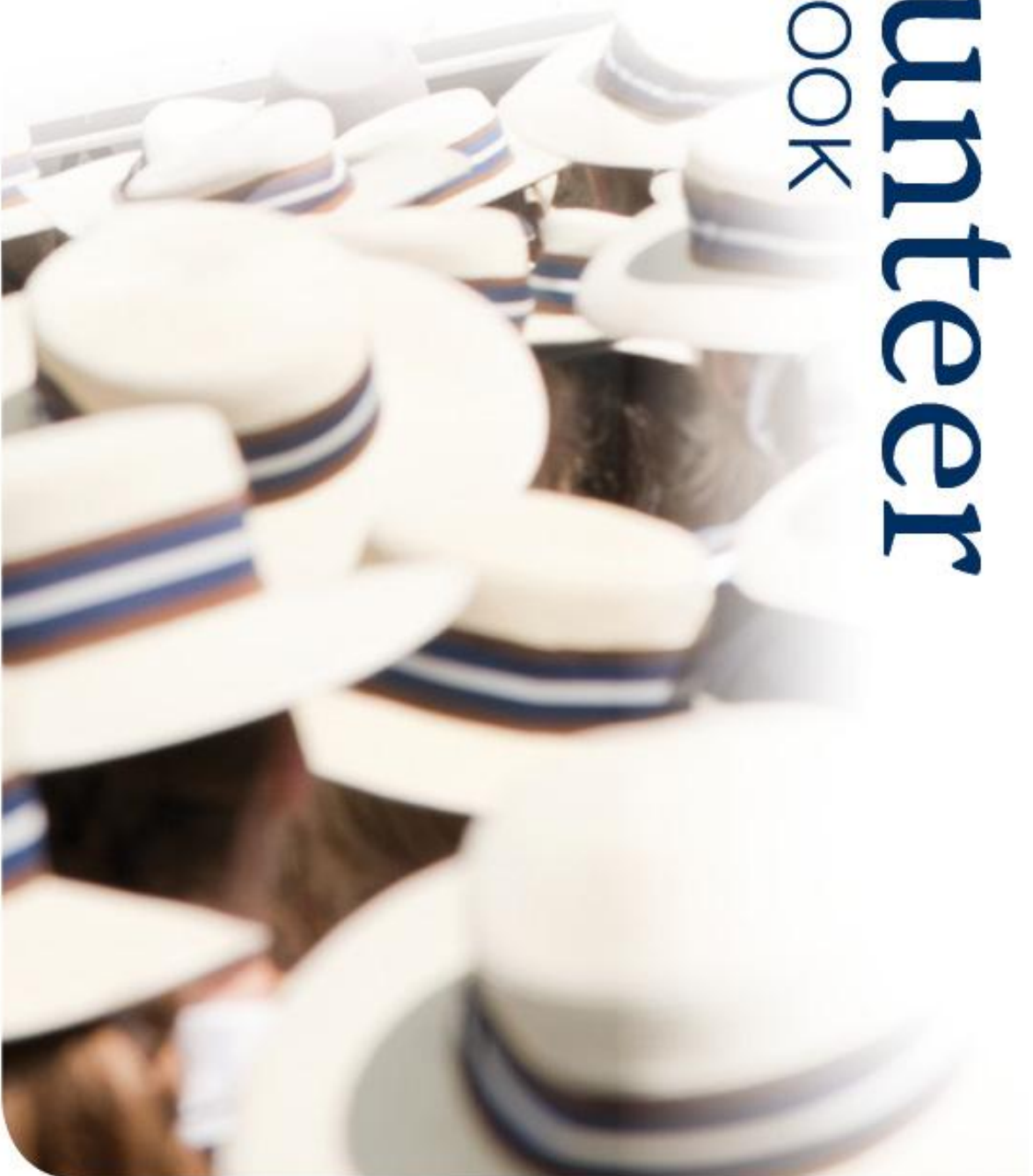
Review Date: December 2017

St Margaret's



Volunteer

HANDBOOK



MISSION STATEMENT

In a supportive Christian environment, reflecting the philosophy of the Sisters of The Society of the Sacred Advent, St Margaret's Anglican Girls School aims to provide excellence in teaching and learning within a broad, balanced and flexible curriculum complemented by other school activities, preparing confident, compassionate, capable women able to contribute in a global community.

CORE VALUES

The School's six core values of spirit, faith, integrity, courage, respect and passion are embedded in every endeavor that the students undertake.

Spirit - A St Margaret's girl will value and demonstrate an enthusiasm for the School, our heritage and our environment. The St Margaret's spirit is in all students and is there for life. It is a thread which connects St Margaret's girls with each other.

Faith - A St Margaret's girl welcomes and embraces all in sharing the Christian message, the spirit of love through example, compassion, hope and charity. She demonstrates her faith by service to those members of the wider community who need assistance.

Integrity - A St Margaret's girl is known for her honesty, trustworthiness, loyalty, truthfulness, courtesy, understanding, reliability and ethical behaviour.

Courage - A St Margaret's girl has strength of character and confidence in doing what is right. She has the courage to embrace challenge and change.

Respect - A St Margaret's girl has respect for herself and others. She understands that she is a member of a diverse community and she takes responsibility as a team member to care, support and cooperate with others.

Passion - A St Margaret's girl has a positive outlook on life, she understands that commitment and persistence are necessary for learning and achievement.

GENERAL EXPECTATIONS OF VOLUNTEERS

In order to operate as a volunteer within the school, the volunteer needs to:

- Become familiar with and support the School's Policies as relevant to the volunteer role. This includes, but is not limited to the following documents which are available on the school's public website:
 - Student Protection in Anglican Schools Policy
 - Student Protection Officers
 - School Community code of conduct
 - Evacuation Procedure
 - Lockdown Policy
 - Privacy Policy
 - Cyber Safety Policy
 - Child and Youth Management Strategy
 - Staff Code of Conduct
- Acknowledge understanding of the Student Protection in Anglican Schools policy and reporting requirements relating to their position in the school prior to commencing that position
- Ensure that their behaviour neither encourages nor supports behaviours in others that undermine the purpose of the Student Protection in Anglican Schools policy
- Refrain from any behaviour which is inappropriate or could lead to harm of a student
- Practise safe behaviours at all times during the course of their volunteer role
- Understand that school staff have certain reporting obligations by virtue of legislation and policy to report all suspicions, information or allegations of sexual abuse, risk of sexual abuse and likely sexual abuse and other forms of harm and inappropriate behaviour of/to a student/s;
- Refer all student concerns or behaviour issues to the Principal, supervising teacher or SPO (Student Protection Officer) including all suspicions or concerns they may have or have formed about any form of harm of a student;
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment;
- Keep confidential any personal or sensitive information of which the volunteer becomes aware through involvement with the school. This includes information about a child's educational progress and individual community member's contact details;
- In the event of an emergency, follow the instructions of the teacher/staff member until such time as the emergency is declared over;
- Ensure Blue Card requirements as detailed in the current Blue Card policy are current and updated where necessary;
- Ensure standard of dress is suitable and appropriate for the activity being undertaken and the expectation of the school;
- Know the guidelines on action to be taken in the event of an accident and be aware of emergency contact procedures;
- Be accompanied by a St Margaret's employee when appropriate
- Complement the work of staff members;
- Sign in and out as a guest at Reception or at their immediate work area;
- Follow instructions and guidance provided and exercise due care in the performance of duties to prevent accident or injury to yourself, peers or others;
- Support the Mission and Values of the school.

In order to operate as a volunteer within the school, the following situations must be avoided:

- In the course of volunteer duty, taking students in private vehicles without express permission of the Principal or delegate and appropriate procedures being followed;
- Encouraging affection from or dependency in students e.g. by giving gifts;
- Having intentional physical contact with children;
- Visiting students in bedrooms/dormitories without being accompanied by a member of staff;
- Displaying bullying or intimidating behaviours towards others;
- Initiating out of hours contact with students
- Engage in inappropriate conversations with others about the behaviour of staff, students and parents observed while undertaking volunteer duties,

BLUE CARDS

Under the Commission for Children & Young People & Child Guardian Act 2000 ('The Act'), people working with children under 18 in certain categories of business and employment must undergo the Working with Children Check and be issued with a positive notice blue card.

Volunteers who are parents of current St Margaret's student DO NOT have to be in possession of a blue card.

Volunteers who are not parents of current students may not commence or continue in regulated duties unless they hold a valid positive notice and blue card.

For employees or volunteers who have advised that they have already applied for a blue card through another employer/organisation, or who already hold a blue card, a further application can be made to the Commission to confirm that fact by completing an 'Authorisation to confirm a valid blue card form'. Upon lodgement of this form, the Commission will confirm in writing the current blue card status of the volunteer. The form also enables the Commission to notify your organisation should there be any change to the status of a volunteer's blue card.

Blue cards expire three years from the date of issue and must be renewed to ensure continued validity.

A blue card holder can continue to carry on a regulated activity after the expiry of their blue card, provided their card was not suspended or cancelled and they lodge a renewal application at least 30 days prior to the expiry of their card.

CONFIDENTIALITY

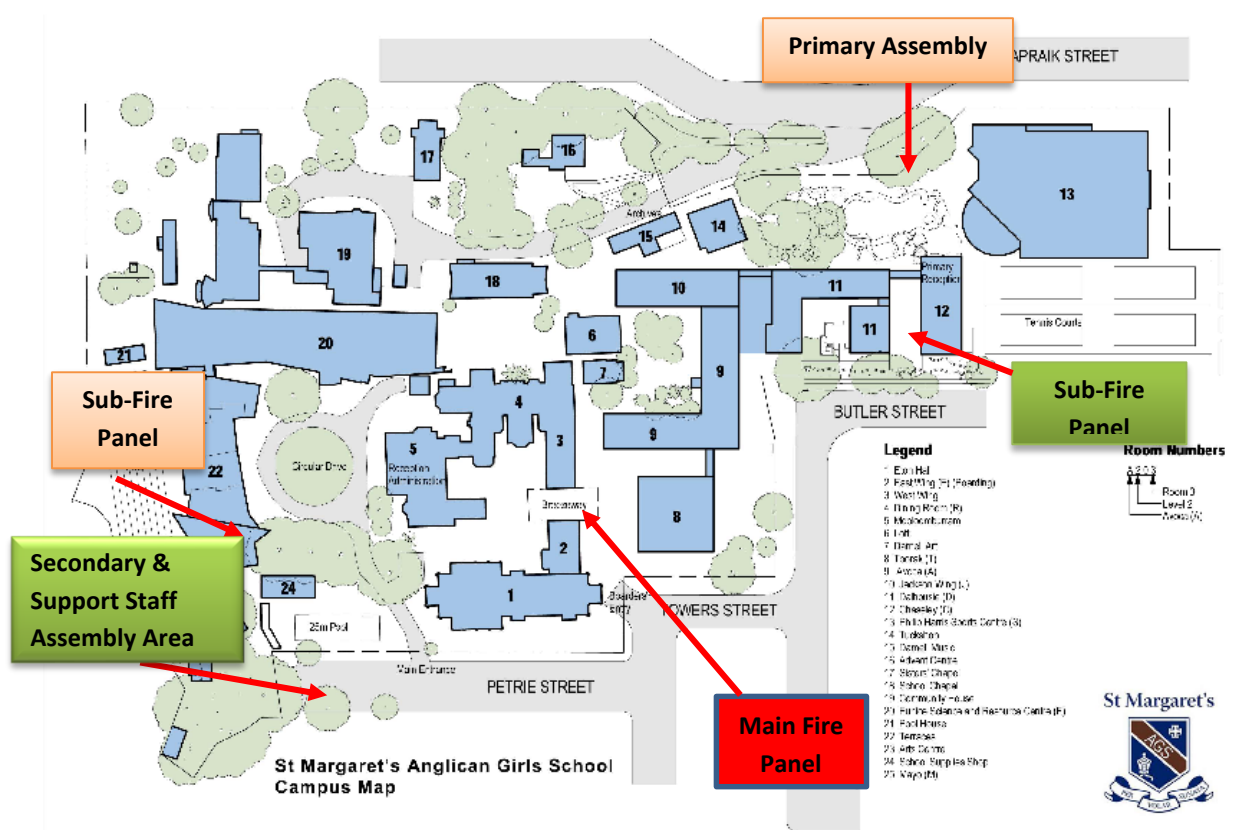
All notes and memoranda of any information concerning the affairs of the School or any other property made or received by you in the course of carrying out your placement shall remain the property of the School, and should be surrendered by you to the School on completion of your placement or at any time upon request by the Principal.

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the School relating to the affairs of the School, any associated activity of the School, any staff, students, clients, parents or other members of the School community, or any other person, organisation or company associated with the School. Further, no information, may be used in a manner that may cause loss or injury to the School.

INTELLECTUAL PROPERTY

Any invention, improvement or idea a volunteer develops in connection with their volunteer commitment at the School whether during or outside ordinary volunteer hours will become and remain the property of St Margaret's Anglican Girls School.

Evacuation Assembly Areas – Please refer to appendix 2 for the evacuation and lock down procedures



RISK MANAGEMENT

St Margaret's is committed to providing a safe learning and working environment for members of its community. Although the school is aware that it is impossible to eliminate risk entirely, it is the expectation that all members of the school community will report immediately any concern regarding risk to their immediate supervisor.

As a volunteer it is expected you shall not undertake, or be expected to undertake, an activity which you believe may present a hazard to a student, volunteer, member of the general public or private property. Any concern, no matter how small, should be promptly reported to the supervisor/coordinator, who will assist in completing any forms that are required.

DISCRIMINATION, HARRASSMENT AND BULLYING

The School requires all persons to behave responsibly, not tolerate unacceptable behaviour, maintain privacy during investigations and immediately report incidents of discrimination and sexual harassment to Deputy Principal or Principal.

Managers and supervisors must also ensure that no person is exposed to discrimination and sexual harassment. Management members are required to demonstrate appropriate behaviour, promote the discrimination and sexual harassment prevention policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

CHILD PROTECTION

St Margaret's has a Child Youth Protection Policy, which acknowledges and outlines the important role of the School in protecting children from harm. This policy reflects the values of the Anglican Church. The policy applies to all staff, service providers, students and members of the school community. Volunteers are expected to familiarise themselves with this policy.

To summarise, volunteers must immediately report any matters regarding child protection to the supervising staff member, an SPO or the Principal. Even if unsure or doubtful about whether something observed, overheard or reported to you is a child protection matter, it is necessary to report it to the supervising staff member. It is always far better to be cautious than to withhold information.

Important points for you to remember about child protection matters and how to respond:

1. Never promise a student that you will keep information confidential. As a volunteer and an adult, it is your responsibility to ensure students are protected from harm. Part of your responsibility for ensuring that students are protected from harm is reporting immediately to the supervising staff member, SPO or Principal, information that could reasonably suggest a student is at risk of being, or has been or is likely to be harmed. Usually a student will understand this and it will not prevent them from making a disclosure to you.
2. Remember that child protection is about 'harm', which is wider than sexual abuse. Harm includes anything that has a detrimental effect of a significant nature on a student's physical, psychological or emotional well-being, however caused. Bullying and harassment can fall within the definition of harm.
3. Providing you have acted honestly and in good faith, you cannot be held liable if information you provide is proven to be false.
4. Potential child protection matters must never be discussed with anyone other than those to whom you report. All information must remain confidential.

ACCIDENT AND INCIDENT REPORTS

Risk Management and Work Place Health and Safety is everyone's responsibility. It is imperative all accidents and hazards are reported in a timely manner. The relevant forms to report Accidents and Hazards can be accessed on the intranet. As a volunteer it is expected you will advise the St Margaret's employee you are working with of any incident and accidents and they will complete the relevant form in a timely manner.

St Margaret's



NAME **Volunteer**

Thank you for offering of your time to volunteer at St Margaret's Anglican Girls School. Please take the time to read the following terms of engagement and sign the bottom in acknowledgement prior to commencing your volunteer placement. The work done by volunteers for the school is valued and appreciated. Please take note of the following guidelines which outline requirements of all adult members of the community.

1. CONFIDENTIALITY

All notes and memoranda of any information concerning the affairs of the School or any other property made or received by you in the course of carrying out your placement shall remain the property of the School, and should be surrendered by you to the School on completion of your placement or at any time upon request by the Principal.

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the School relating to the affairs of the School, any associated activity of the School, any staff, students, clients, parents or other members of the School community, or any other person, organisation or company associated with the School. Further, no information, may be used in a manner that may cause loss or injury to the School.

2. INTELLECTUAL PROPERTY

Any invention, improvement or idea developed by you in connection with your placement at the School will become and remain the property of St Margaret's Anglican Girls School.

3. PROFESSIONAL CONDUCT

All members of the St Margaret's community, are expected to demonstrate professional and ethical behaviour, complete confidentiality and overt support for the School and its Anglican ethos and core values at all times. They need to adhere to the Community code of conduct, including:

- Accepting that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the School environment or around students will not be tolerated;
- Ensuring relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensuring physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;
- Respecting and complying with all applicable Commonwealth and State laws;
- Demonstrating honesty and integrity;

- Respecting diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Showing proper care and regard for School property and the property of others;
- Respecting the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Taking appropriate measures to help those in need;
- Supporting the School in the development of a Christ-centred learning community based on the Anglican ethos;
- Supporting the School's Policies;
- Acknowledging that the Principal is responsible for implementing the School's Policies;
- Working with the School to deal promptly with areas of concern;
- Acknowledging and affirming success in individual and School achievement; and
- Seeking staff assistance, if necessary, to resolve conflict peacefully.
- Not being in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the School provides hospitality to members or guests of the School Community in keeping with appropriate legal and hospitality regulations.

4. WORKPLACE HEALTH AND SAFETY

St Margaret's is committed to providing a safe and healthy workplace for all employees, students and visitors to the School. All members of the St Margaret's Anglican Girls School community are expected to comply with their obligations under the Workplace Health and Safety Act and the School's Workplace Health and Safety Policies.

Please confirm your acceptance by signing, dating and returning to the Human Resource Consultant.

I _____ confirm that I have read and understood the terms of this volunteer arrangement at St Margaret's Anglican Girls School. I have read the Volunteer Handbook and any relevant policies and procedures requested and agree to comply with all expectations of me as a Volunteer within the St Margaret's School Community.

Signature

Date