

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: [dl.1017.info@schools.sa.edu.au](mailto:dl.1017.info@schools.sa.edu.au)

W: [www.glenelgps.sa.edu.au](http://www.glenelgps.sa.edu.au)



## Volunteer role description

Your role

### School camps and excursions

Location

At the site of the camp or excursion

Start date

May 2019

Key skills

- The ability to relate well with children and communicate in a positive and encouraging way with class members
- Experience in working effectively with children to encourage learning and participation in tasks

Main duties

- To follow the lead of the teacher
- Help staff supervise students on a camp or excursion.
- Make the excursion or camp enjoyable for everyone.

Aim of the role

Working with our staff you can help:

- make the camp or excursion run smoothly
- students have fun, learn and socialise
- keep students safe.

What you need before you start

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- met screening requirements for overnight camps and sleepovers
- a way for staff to contact you at all times while you are volunteering

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- easy access to a first aid kit and relevant medical details of students as directed by the teacher

## Supervision and safety

You need to:

- sign in and receive your badge from the front office
- always have a staff person present
- make sure everyone is safe.
- follow supervision arrangements set out by the principal or their delegate.

Our staff are aware of each student's capabilities and needs so you must always check with them about specific supervision and safety.

If someone suggests you can be alone with students, make sure this is authorised by the site leader and is a legitimate part of your role.

You need to make sure:

- you are aware of your responsibilities
- you have a copy of the itinerary for the camp/excursion
- you can be contacted at all times by the principal or staff on the camp/excursion
- you refer any concerns about students, including behaviour issues, to staff straight away
- everyone is safe
- you have the mobile number of the staff on the camp/excursion.

## What we expect from you

- Treat everyone fairly and with respect.
- Include students of all abilities, ages, genders, and ethnic backgrounds.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.
- Listen to and respect instructions from our staff and leaders.
- As always, remember to **not** share information or photos on social media, and don't use your own phone or camera.

## Reporting and contact details

Volunteer reports to: Classroom teacher signed in to

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Contact person: Trea

Role review date: 12/ 4 /2020