

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

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## Changes to the volunteering process at Glenelg Primary School

2-5-2019

Dear parents, families and caregivers of GPS students,

We really value all the wonderful ways volunteers assist in all sorts of ways at GPS. Volunteers help in the canteen, as sports coaches and managers, assist in classrooms, on camps and excursions, in P&F and help out in so many other ways too.

The Department for Education have changed their volunteer policy and Glenelg Primary School, like all public schools, must comply with the changes. There are certainly some advantages to the new Department for Education policy, but some extra requirements for volunteers too. There are new steps to be completed by every volunteer and we very much hope that the extra requirements will not result in a reduction of volunteers at our school.

The new policy introduced by the Department for Education will need to be implemented by the first day of Term 3, Monday 22<sup>nd</sup> July. Additionally, we have been told that legislation may again be changing on July 1<sup>st</sup>; we don't expect that we will need to make any additional changes after July 1<sup>st</sup>, but we can't know for sure.

If you are either a current or prospective volunteer, these new requirements apply to you. **Unfortunately, even a person currently volunteering in any capacity will need to cease his/her volunteering at Glenelg Primary School from Monday 22<sup>nd</sup> July if any of the 9 steps listed below have not been completed.**

The Glenelg Primary School website has more information and forms available to download; please go to:-

<https://www.glenelgps.sa.edu.au/for-parents/volunteers/>

Paper copies of the forms are also available at the Front Office.

The 9 steps to be completed by Monday 22<sup>nd</sup> July regarding each volunteer are:-

1. Volunteer completes a GPS volunteer application form; please first speak to any current GPS staff member about your wish to (continue to) volunteer and then list them as one of your referees \*
2. Volunteer gives the application form to Trea with photo ID and has a brief discussion
3. A GPS staff member contacts a referee
4. The volunteer starts the DCSI clearance process (if the volunteer has no current DCSI clearance) This step can often take 3 to 5 weeks; the volunteer can continue with the steps below while waiting for the DCSI process to be completed \*
5. The volunteer completes a **Responding to Abuse and Neglect Education and Care (RAN-EC) course for volunteers**, either online or at GPS\*
6. The volunteer reads relevant role description(s); available at the Front Office or on the GPS website
7. The volunteer does a general induction course, either online or at GPS \*
8. GPS Site-specific induction, including work health and safety and role-specific training (if relevant) is done at GPS
9. The volunteer signs a volunteer agreement

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Along the way, GPS staff must record/document completion of each step. After step 9, each volunteer will be issued with a badge. Volunteers will need to sign in/out at the Front Office each time they attend and wear their badge to work in the school as a volunteer in any capacity. Classroom teachers will be required to ask you to leave at 9.05am if you are not wearing a badge and only approved volunteers will be able to assist or attend any excursion or camp.

We look forward to working through these new steps with you to maintain and build the excellent support we have from volunteers at Glenelg Primary.

Sincerely,  
The Glenelg Primary Leadership Team

\* see GPS website for more information  
<https://www.glenelgps.sa.edu.au/for-parents/volunteers/>