

GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: dl.1017.info@schools.sa.edu.au

W: www.glenelgps.sa.edu.au



Volunteer process at Glenelg Primary School

Dear Parents Families and Caregivers of GPS Students,

Thank you for your interest in becoming a Volunteer with Glenelg Primary School. Please see below the 9 step process required to become a registered Volunteer.

Please note that I have already activated step 4 for you, you should have already received an email from the Department of Human Services to process your Working with Children Check. If you have not received this please contact me as soon as possible so that I can follow this up for you.

Please complete the attached forms and return to me together with your certificates of completion for both the Responding to Abuse and Neglect online course and the General Induction online course. Please refer to the link below to access these online training courses:

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

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 Deb with photo ID and has a brief discussion.
3. A GPS staff member contacts a referee.
4. The volunteer starts the WWCC clearance process (if the volunteer has no current WWCC clearance). This step can often take **3 to 5 weeks**; the volunteer can continue with the steps below while waiting for the WWCC process to be completed.
5. The volunteer completes a **Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) course for volunteers**, online please go to the Department of Education website at [Fundamentals course: Responding to Risks of Harm, Abuse and Neglect – Education and Care](#). **PLEASE COPY AND PASTE INTO A WEB BROWSER.**
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, online.** Please go to the Department of Education website at www.education.sa.gov.au/working-us/volunteers/what-volunteers-need-know/when-you-start-volunteer-inductions **PLEASE COPY AND PASTE INTO A WEB BROWSER.**
8. GPS Site-specific induction form is attached, you are required to read the document, sign the acknowledgement and return to us for our records.
9. The volunteer signs a volunteer agreement and returns to us for our records.

Should you require assistance with the above requirements or have any queries please do not hesitate to contact me. Once again Glenelg Primary School thanks you for supporting our school.

Kind regards,

Glenelg Primary School Staff



Government of South Australia

Department of Education



GLENELG PRIMARY SCHOOL



VOLUNTEER INDUCTION

GENERAL INFORMATION

PRINCIPAL:	Shane Misso
DEPUTY PRINCIPAL:	Anthony Fischer
ASSISTANT PRINCIPALS:	Bobbie Beswick, Matthew Bannister, Ryan Parsons
RECEPTION:	Debra Lake
VOLUNTEER SUPPORT:	Debra Lake
FINANCE:	Aaron Jackson
SPORT:	Trea Schache

We hope you enjoy your time at Glenelg Primary School and that your volunteering is rewarding. We expect that all students will be safe and secure in their learning, that each individual child will be challenged and supported, and that the relationship between teacher, volunteer and student will develop positively. We also appreciate the role that parents play in the education of their children.

SIGN IN:

It is expected that volunteers sign into the school at the front desk and receive their volunteers badge to wear. This is a stipulation of the Department during school hours. For sporting coaches and volunteers out of hours, please wear the badge that identifies you as a Glenelg Primary volunteer. Please remember to sign out when you are leaving and return your badge.

EMERGENCY PROCEDURES:

A continuous blast of the siren indicates that there is an emergency situation. Please follow the evacuation procedures in the classroom and go out to the school oval immediately. You will need to report to Debra so that she knows you are safe and can account for you from your sign in. If you hear continuous short blasts of siren it is an invacuation. IF YOU ARE OUTSIDE OR IN THE CORRIDOR go inside immediately. Leave any equipment you have been using and lock the door behind you.

BEHAVIOUR MANAGEMENT

It is expected that all students behave in a suitable manner at all times. Each class has developed its own set of class codes of conduct. The school values are respect, responsibility and fairness and these practices are based on Program Achieve. Please speak with the class teacher if you have any problems with behaviour management.

TOILETS:

These are located in the main building at the western end behind the staffroom.

SCHOOL TIMES:

8.30 am	Teachers preparing for children, yard duty begins
8.45 am	Classrooms Open, families in Classrooms – Organisational time for students
8.55 am	School begins
9.50 am	Healthy Food Break (fruit and vegetables only)
10.40 am - 11.10am	Recess time
12.50 pm - 1.00pm	Lunch eating supervised
1.00 pm - 1.30pm	Lunch play
3.15pm	Dismissal

FIRST AID

Any serious injuries go straight to the front office. Minor cuts and abrasions or twists can be dealt with using a little TLC and perhaps a band aid from the classroom bum bag. All head and eye injuries are to be seen by the School Services Officers so that parents can be notified. Please talk with the supervising adult regarding any issues.

HOT/WET WEATHER

The teachers will be able to tell you if children are not going outside. You will hear 3 blasts of the siren if inside play has been decided.

CRITICAL INCIDENTS:

If a Critical Incident occurs please seek assistance from the classroom teacher immediately and record the details and any situations that require follow up.

TELEPHONE:

Telephones are available in every classroom. Press “0” for a line out. Please turn off mobile phones during learning times.

Thanks so much for your efforts at Glenelg Primary School. We look forward to working with you again.

CONFIDENTIALITY:

Please be aware that when you are at school you are here in a trusting relationship and anything that you see or hear is STRICTLY confidential. It is essential that you are not sharing any observations of students, families or teachers outside of your volunteer role.

MANUAL HANDLING:

Lifting of any heavy or awkward items should only be undertaken when necessary. Sack trucks are available in the office area. Please think carefully of safe ways to move things and always “bend at the knees”.

PLEASE DO NOT HESITATE TO ASK IF THERE IS ANYTHING THAT YOU ARE NOT SURE ABOUT OR IF WE CAN HELP YOU IN ANY WAY.

HAVE AN ENJOYABLE TIME



PLEASE RETURN THIS ACKNOWLEDGEMENT TO THE OFFICE TO REGISTER YOUR COMPLETION OF THE SCHOOL INDUCTION PROCESS.



I have read and understood the Glenelg Primary School Induction information and asked any clarifying questions I have.

Name:.....

Name and room number of children at GPS:

.....

.....

Signed : Date:



Your personal details

Are you a parent or guardian of a child at this location? Yes No

Given name:		Preferred name for name badge:	
Family name:			
Home address:		Date of birth:	
		Female / male / other/not disclosed	
Postal address: <i>Same as above</i> <input type="checkbox"/>		Home phone:	
		Mobile:	
Email address:			
Emergency contact name:		Emergency contact phone:	
<p>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 (If yes please give details below and discuss at your interview.)</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>Do you need any special assistance because of a disability? (If yes please give details below and discuss at your interview.)</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>			

Your volunteering, employment or study details

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

How can you connect with our community?

Your country of birth:	
Are you of Aboriginal and/or Torres Strait Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not stated <input type="checkbox"/>
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: _____

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? <input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> other (please specify):	

Referee 2

Name:	Email or phone:
How do you know this person? <input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> 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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

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

Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)

to volunteer at **Glenelg 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 Risks of Harm, 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 Risks of Harm, 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
- 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

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

What we expect from you

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

