

# *Inala State School*

*PO BOX 2009,  
Inala Hts. Q 4077  
Rosemary Street  
Inala Qld 4077  
Phone: (07) 3372 0777  
Fax: (07) 3372 0700*

## **INALA STATE SCHOOL VOLUNTEER POLICY**

### **PURPOSE**

- To provide clear guidelines for staff and volunteers regarding the involvement of volunteers in activities approved by the school.
- To comply with current legislative requirements in relation to working with children.

### **RATIONALE**

Volunteers provide an important service to the school. They participate in a range of activities such as sports coaching, assistance with classroom activities and facilitation of fund raising activities. It is important to support the volunteers as well as provide clear guidelines for the conduct of volunteers.

### **DEFINITION**

A volunteer is an adult 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 community members.

For the purpose of this policy a volunteer includes:

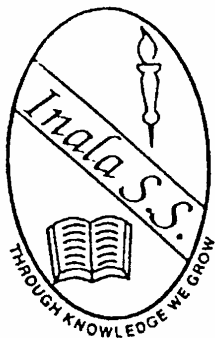
- A person who does not have a child enrolled at the school and who will be assisting with classroom activities or other school activities
- Any person who will be assisting with activities such as excursions, sports training or other school events where they may be required to take responsibility for a small group of children. This may or may not be under the direct supervision of a teacher.

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.

### **PRINCIPLES GOVERNING VOLUNTEER ENGAGEMENT**

- (a) Volunteers must conduct themselves in a manner acceptable to the principal.
- (b) Volunteers are accepted in response to the identification of a school need and to assist in satisfying that need.
- (c) Volunteers at Inala State School are bound by the Education Queensland Code of Conduct.
- (d) Volunteers are deployed, within their category of work, at the discretion of the principal.
- (e) Volunteers work at the direction of a member of staff.



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## **GUIDELINES FOR VOLUNTEERS**

1. All volunteers must ensure that they have the permission of the school to undertake activities at the school.
2. Parents of a child currently enrolled at the school are not required to obtain a Working with Children Check.
3. Any volunteer, other than a parent, who anticipates having contact with children must obtain a Working with Children Check prior to commencing.
4. The School does not condone any contact between volunteers and students other than for the approved activity in which the volunteer is participating.
5. Where possible, volunteers should nominate a suitable back up person to conduct their activity in the case of illness or inability to conduct the activity. The replacement volunteer must undertake the same application and screening process as the volunteer.
6. If a volunteer is unable to conduct a planned activity they should notify the school as soon as possible so that an approved replacement can be identified or the activity can be cancelled.
7. Smoking is not permitted under any circumstances on the school premises or whilst conducting school business.
8. Volunteers must advise the school as soon as possible of any concerns they have regarding the conduct of their duty or the student with whom they are in contact.
9. All volunteers/helpers should ensure they have read the information sheet for volunteers.

## **APPLYING TO BE A VOLUNTEER**

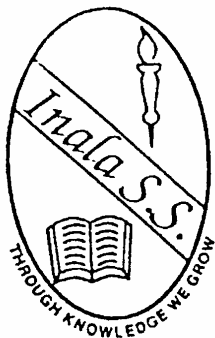
Volunteers may be used in a range of school activities including sporting, art, music or classroom related activities. Parents of students at the school who are assisting in classroom activities need not apply formally to be a volunteer.

Volunteers may be selected in one of the following ways

1. The School may invite individuals with specific expertise to become a volunteer in an area in which they have skills/interest.
2. The person may apply to the school to become a volunteer undertaking an activity in their area of expertise/interest.

## **INVOLVEMENT IN ACTIVITIES**

Under most circumstances, volunteers will undertake activities with a staff member. When non-teaching staff, external providers and volunteers agree to personally care for students (without a member of the teaching staff also being present), teaching staff must provide them with clear instructions as to the level of care required. If they agree to perform tasks that require them personally to care for students (in the absence of a member of the teaching staff), they will also undertake a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that ought reasonably to be foreseen.



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## **CLASSROOM ASSISTANCE**

Parents are encouraged to be involved at the school and may provide classroom assistance with prior agreement of the classroom teacher. In the event of an emergency situation the parent must follow the instructions of the classroom teacher until such time as the emergency is declared to be over.

## **INFORMATION FOR VOLUNTEERS**

Thank you for your volunteer contribution to the school. Your time and effort are greatly appreciated by staff and students.

All volunteer activities must be undertaken within the guidelines provided by Education Queensland and the appropriate duty of care requirements.

This information sheet is provided to assist you in understanding how these requirements relate to your role as a volunteer and to provide guidelines for undertaking your activities.

If you have any questions please contact the school administration.

Prior to commencing any activity it is important to discuss your ideas, the scope/role of a volunteer and the school's guidelines for volunteers with the school staff. This will include school regulations, duty of care issues, your expectations and the school's expectations.

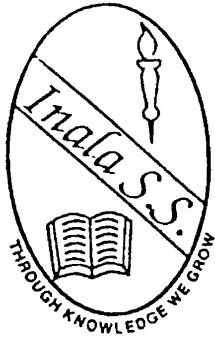
If you do not have a child enrolled at the school you will need to apply for a Working with Children Check. The school can advise on the process for this.

As you will be conducting your activity with a teacher, it is a good idea to meet with them prior to the commencement of your specific activity to discuss your ideas, the scope of the activity, expected outcomes and the management of any problems encountered whilst conducting the activity.

Each time you attend the school you must sign in and out at the front office. Please arrive early so that any last minute changes or issues can be discussed prior to commencement of the activity. If you are unable to attend let the school know as soon as possible so alternative arrangements can be made.

Always maintain appropriate conduct; for example suitable attire including enclosed shoes and sun-safe shirt, hat outdoors and clothing with no low cut front or exposed mid-body area, appropriate language and no smoking on school premises or during activities conducted as a volunteer.

If you are involved in an activity that is ongoing such as sports coach, it may be useful to acquaint yourself with the history of the relevant team and/or sport, be familiar with any rules or requirements for that activity, meet with the teacher and team/group to explain who you are and what your role is, explain the process for communication of information such as meeting times, training schedules and timelines and the selection process.



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## **CANCELLATION OF AGREEMENT**

When concerns arise about a volunteer, the school provides opportunities to remedy a problem or improve an area of concern wherever possible.

A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- Has no more suitable work available
- Fails to follow requirements outlined in the Volunteer Policy and elaborated via induction training and informal conversation with staff and administration
- Behaves in a manner deemed inappropriate or improper towards students, parents or staff
- Fails to meet commitments without notice to the school