



Elwood Primary School No 3942

Scott St. Elwood 3184 Telephone 9531 2762 Fax 9531 5497

COMMUNITY VOLUNTEER PARTICIPATION and SECURITY

POLICY NO. 33 June 2011

PREAMBLE

Elwood Primary School values the input of community members and seeks to optimise the opportunities for parents, carers and members of the community to participate in the school curriculum as volunteers.

PURPOSE

1. To support and inform volunteers regarding school curriculum and the role of volunteers in school programs;
2. To establish processes which ensure all persons who are volunteering in the school buildings and grounds, and on excursions, are readily identifiable as volunteers;
3. To establish processes which limit the risk of any injury to students arising from the presence of volunteers in the school programs.

BROAD GUIDELINES

This program has two principles:

1. Volunteers are given the training and support necessary to enable them to contribute positively to the school's programs and to students' development, and teachers are orientated toward supporting and maximising volunteers' involvement; and
2. The school has a duty to ensure that reasonable measures are taken to limit the risk of injury to students and volunteers.

This Policy applies to parent/adult volunteers, assisting teachers and/or working with students.

IMPLEMENTATION

1. Information on how to volunteer, and what is expected from volunteers, is available on the school web site eg. Contact the school directly or respond to newsletter requests.
2. All adults working in the school implement consistent interpersonal and communication practices as promoted at employee staff meetings and the training program/s for volunteers, conducted at the beginning of each year.
3. All parties are made aware of EPS Privacy policy (N0. 34) and provided with school documents on this issue.
4. Training/orientation programs (Induction) for volunteers is provided by the Volunteers Co-ordinator and are designed to enable them to understand and contribute to the school's programs and educational philosophy. The focus is on 'building the school community, confidentiality, privacy and safety'.
5. Teachers working with volunteers support the volunteer's involvement and guide the volunteer in how he/she can contribute. Levels prepare suitable documentation on volunteering including sign in/out processes.
6. Because the safety and security of the students at Elwood Primary School is paramount:
 - ❖ Volunteers working within the school buildings or grounds with students will at all times be within sight of the teacher responsible for that group of students.
 - ❖ Volunteers working with students wear special lanyards which are housed in either the school office with the school 'sign-in' book, or in classrooms, the kitchen or the garden.
 - ❖ Volunteers participating in camps are required to produce a current police check.
 - ❖ Volunteers participating in the Kitchen Garden Program must have a current Working with Children check
 - ❖ Volunteers participating in day excursions must do so in accordance with the supervision and directions of the responsible teacher and have a current Working with Children check.
 - ❖ Day excursions are planned to include the number of staff necessary to ensure that children are accompanied/supervised by staff when in changing rooms and toilets and bathroom areas.

RESOURCES

DEECD Circular 320/2001 Police Records Checks
DEECD Circular 347-2006, The *Working with Children Act 2005*
EPS Senior Staff and Office Staff

REVIEW

In 2014