



King's Baptist Grammar School

Policy: King's Volunteer Policy

Audience: Volunteers and Staff

Rationale: King's Baptist Grammar School greatly appreciates its volunteers and their contribution to the life of the school. This Volunteers' Policy represents the school's dedication to incorporating its volunteers into a vibrant learning community with a strong and clearly articulated commitment to the safety and protection of its students & volunteers.

Policy Position: Volunteers from within the School community and from the broader community make a significant contribution to the teaching and learning activities of King's Baptist Grammar School. Through a wide range of interests and abilities, volunteers complement the school's programs. This partnership between the school and its volunteers establishes a mutual responsibility towards one another. A structured and systematic approach to recruiting, selecting and training volunteers helps to build a safe environment for both students and volunteers.

Operational Aspects:

Recruiting

- Recruiting new volunteers will occur in a number of ways, primarily at Orientation Days at the end of each year in preparation for the following year.
- Advertising for specific volunteer roles will occur as positions arise. This would occur either through the Noticeboard and/or letters to parents. Only trained volunteers will be accepted for these positions.
- Level 1 applicants for volunteer positions will apply using a Volunteers' Application Form.
- For all volunteer roles a Statutory Declaration, Police Check & Volunteer Agreement Form are to be completed. These documents will be recorded and held by the Principal's Assistant.
- When Volunteer Language Assistants commence at King's, LOTE staff will ensure they attend a short training session with a Child Protection Officer. This will include information on "Child Safe Environments: reporting child abuse and neglect", completing a Volunteer Agreement form and receiving a Statutory Declaration form to be completed within 14 days. A Police Check or equivalent will be required from their country of origin. A copy of all documentation will be held by LOTE staff.
- Families volunteering to house Exchange Students must have a Child-related Employment Screening Check carried out for all members of the household over the age of 18. They are not required to complete the volunteer training. A record of all Police Checks is held by the Principal's Assistant.

If any applicant is unwilling to complete the Statutory Declaration Form or apply for a Police Check, the application will proceed no further.

Selection

- the selection tools used for volunteer positions on Level 1 will include reference checks
- reference checks will include the question:
'Do you have any reservations regarding this person working with children?'

Orientation, Induction and Training

At the end of each year new volunteers will be required to attend a training and induction session in preparation for the start of the following year. Training and re-training sessions will be held throughout the year as required.

Level 1 volunteers will be required to attend more extensive training, offered seasonally throughout the year. This training will be provided through the PE Department.

Training for all levels will be valid for 3 years. Upon re-training, volunteers will apply for a new Police Check or Child-related Employment Screening Check but the original Volunteer Agreement and Statutory Declaration will remain valid.

The training sessions will include the distribution of an Induction Kit with the following information:

- The Child Protection Policy
- The Volunteer Policy including lines of accountability and communication and King's orientation information.
- Protective Practices booklet
- Relevant WH&S Policies
- Statutory Declaration form
- Volunteer Agreement form
- Instructions to complete Police Check form
- 'Child Safe Environments: Reporting Abuse and Neglect' booklet

Training will be divided into 2 categories, according to the level of responsibility:

Level 1 – Where there is no direct Teacher Supervision

Additional Training for Coaches and Bushwalking Assistants

This training occurs after the standard training has been completed and a Volunteer Application has been processed. King's Out of School Sport Operations manual will be provided and referred to at this training.

Level 2 – Where there is close Teacher Supervision (classroom help/excursions)

a) Standard Volunteer training and

b) Volunteer mini-training (for volunteers with Teacher Registration, current Mandatory Notification Certificates or for Police Officers) -

Line managers will also include other training specific to their area of work where appropriate.

Volunteer coaches will conduct any team practices at the school after school hours, whilst PE staff are available for First Aid requirements.

Daily Routine

- Each volunteer working on campus in school hours **must** sign in and out using the Visitors Register in the Administration Office (Friendship House or Horizon Centre) and **must** wear the appropriate badge which will be supplied. If a small child is accompanying the volunteer, please include their name in the visitors register.

Code of Conduct for Volunteers

King's is a child-safe school. We also support the rights and well-being of our volunteers. Therefore, we encourage the active participation of volunteers in building and maintaining a safe environment for all within the school community.

All volunteers:

Will:

- conduct themselves in a manner consistent with their position as a positive role model to children and young people and as a representative of King's
- take directions from the member of staff listed as the line manager
- follow organisational policy, procedures and guidelines regarding the safety of children as outlined in all related policies
- treat all children and young people with respect and take notice of their reactions to tone of voice or manner
- raise all concerns, issues and problems with their line manager as soon as possible
- make sure all allegations or suspicions of abuse are recorded and acted upon
- show confidentiality on issues or problems the child or young person is experiencing
- resolve disputes calmly
- refer to the Protective Practices guidelines held with this policy as Appendix 1

Will not:

- engage in rough physical games or activities
- physically restrain or grab any child unless a safety issue is involved
- use any inappropriate, abusive or threatening language or behaviour including name calling, swearing, yelling and gesturing
- hold, kiss, cuddle or touch children or young people in an inappropriate and/or culturally insensitive way
- make sexually suggestive comments to a child or young person, even as a joke
- do things of a personal nature that a child or young person can do for themselves, such as going to the toilet or changing clothes
- take a child to your home, or encourage meetings outside the program activity
- show favouritism or develop a 'special' relationship with a child or young person

- establish connections with current students other than at a professional level. Communications, where necessary, should be via school-endorsed technologies (e.g. School Letterhead, the School electronic portal). Social Networking sites are not School-endorsed and should not be used for communicating with students.
- consume alcohol at any function at which they have a duty of care. For events beyond normal school hours, the direction of the Principal is to be sought.
- as a parent of King's, use information or means, unavailable to other parents, to resolve a parental issue.
- assume responsibility for any behaviour management beyond simple re-direction (coaches please refer to procedure in Out of School Sporting Teams Operations Manual – Level 1)

All Volunteers will adhere to this policy and other related policies listed below.

Level 1 Volunteers will also adhere to the Out of School Sport Operations Manual.

References:

Documents used in formulating this policy and associated procedures

- Draft Child Protection Kit (AIS, June 2002)
- Choose with Care (ECPAT Australia, 2001)
- AUSSIE SPORT Codes of behaviour (Australian Sports Commission, 2004)
- The Family Law Act: Its Implications for Schools (AIS – Nov 2007)
- Child Safe Environments: Principles of Good Practice (Families SA – Oct 2007)
- Child Safe Environments: Dealing with information obtained about the criminal history of employees and volunteers who work with children (Families SA – Sept 2007)
- Child Safe Environments: Reporting Abuse and Neglect (Families SA 2010)
- Protective Practices for staff in their interactions with children and young people (DECS, Catholic Ed and AISSA – 2011)

Related Policies:

- Child Protection Policy
- Volunteer Policy
- Protective Practices Guidelines
- WH&S Policies
- Code of Conduct

Review: Annually

Policy approved by the Principal on: 2nd November, 2015

Communication: Through Volunteer Training

Version Control: Principal's Assistant