



Procedural Document

7.6.A Parent volunteers procedures

Procedures for volunteer helpers

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, Parent Group initiatives (eg. Mother’s Day Stall) and excursions and/or other school initiatives.

Parents/carers and other volunteers assisting with school activities do so on the understanding that:

- they read and agree to abide by Sunshine Christian School’s Parent, Volunteer and Visitor Policy, Child Protection and Safety Policy and the Child Safety Code of Conduct
- teachers are responsible for the programs operating within the classroom and/or school
- volunteers must adhere to arrangements made with the teacher in terms of scheduling and directed activities
- teachers have the ultimate responsibility for students under their care for the duration of their time at school
- they support the sensitivity and confidentiality of all students in keeping with the schools Privacy Policy
- they accept responsibility and supervision for pre-school age children under their care for the duration of their time at school
- their conduct and manners should at all times be acceptable and an appropriate model for all students
- they should sign themselves in and out at the front office when participating in school activities
- they have completed the appropriate child protection checks before undertaking any volunteer/student assistance at the school in the first instance
- they report safety concerns, injuries or emergencies to a member of staff
- they do not disclose information obtained while volunteering at school to anyone other than classroom teachers or the Principal.
- any parent/carer or volunteer not fulfilling these requirements may be excluded from the volunteer program.

Working with Children Check - volunteers

If the work of a volunteer at Sunshine Christian School usually involves (or is likely to involve) regular, direct contact with a child where that contact is not directly supervised, then the volunteer must apply for a Working with Children (WWC) Check. You must pass a WWC Check to be eligible to volunteer at Sunshine Christian School.

Volunteers must:

- determine whether they require a WWC Check (in consultation with Sunshine Christian School leadership)
- if required, apply for a WWC Check prior to providing volunteer services provide true and correct information on their application form
- show their Application Receipt to Sunshine Christian School prior to providing volunteer services as evidence that you have submitted an application.
- if issued with an Assessment Notice or WWC Check Card, present their Assessment Notice or WWC Check Card to Sunshine Christian School.
- inform the Secretary of the Department of Justice, and Sunshine Christian School if you have a relevant change in circumstances, for example, if you have been charged or found guilty of a new relevant offence
- inform Sunshine Christian School within seven days if you have been issued with an Interim Negative Notice or Negative Notice

Sunshine Christian School will:

- not allow a person to commence volunteer activities without providing the Application Receipt, which verifies that the person has applied for a WWC Check.
- not allow a volunteer to work in an unsupervised capacity with students before sighting an Assessment Notice.
- ensure that employees or volunteers who are given a Negative Notice do not undertake ‘child-related work’, even if directly supervised
- record volunteer unique Application Receipt Numbers and WWC Check Numbers
- confirm that volunteers have passed the WWC Check on a 6 monthly basis
- sight volunteer WWC Check cards as evidence that they have passed the WWC Check
- record volunteers’, which is different from their Application Receipt Number
- not allow a volunteer to work with students upon the reception of an Interim Negative Notice until the holder has been absolved.
- not allow a volunteer who has received Negative Notice to work with students.

Supporting documentation

- Child Protection Policy
- Student Wellbeing Policy
- Parent, Volunteers and Victors Policy

Evaluation

Date Approved: September 2017
Origin: SCS
Date for Review: 2020



Volunteer Agreement Form

The Sunshine Christian School community is committed to providing a safe learning environment that enhances the physical, educational and social development of our students. The contribution of volunteers is an integral part of our school and is highly valued. We thank you for your interest in serving our school community in a volunteer capacity.

By signing below, I agree to the following:

- I have read and agree to abide by Sunshine Christian School's Parent, Volunteer and Visitor Policy, Child Protection and Safety Policy and the Child Safety Code of Conduct
- I will abide by the requirements of my Working with Children's Check as expressed in the School's Parent, Volunteer and Visitor Policy and in legislation.
- I will not disclose private or confidential information received whilst volunteering for Sunshine Christian School in accordance with Sunshine Christian School's Privacy.
- I will abide by safe food handling principles as set out in the school's Food Safety Policy and by local council regulations.
- I will endeavour to diligently meet my volunteering commitments to the school.

Name: _____

Signed: _____

Date: _____

I will be serving the school community in the following capacity

Induction checklist (administrative use only)

- Policies and procedures provided to volunteer
- Emergency procedures induction completed
- Valuing safe communities training complete
- Child Protection and Safety signoff
- Working with Children's Check copied and on file
- Personal information file (including emergency contacts) completed
- Agreement document signed