



Good Shepherd
Lutheran School
ANGASTON

SCHOOL VOLUNTEER HANDBOOK

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SCHOOL VOLUNTEER HANDBOOK

PHILOSOPHY

A volunteer is a person who offers themselves for service of their own free will. They are highly valued and respected members of the school community and bring with them a sense of determination and generosity of spirit to make a difference.

Volunteers come from all walks of life equipped with many skills and experience, interests and talents. They can make a significant contribution to the school by giving their time and sharing their skills and expertise with others. These varied interests and skills can complement school programs, thus providing a wider range of positive interactions and experiences for students.

'God has given all of us special gifts and talents and experiences that we can share and use to make a difference, however small to the lives of others'.

Ephesians 4:7-11

VOLUNTEER SELECTION PROCEDURES

Volunteers will be assessed for their suitability to work at the school by the Principal, or his delegate. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to attend an interview, complete induction training and sign both an agreement and confidential declaration form before they commence volunteer work.

All volunteers offering to assist in programs where students are involved will need to provide:

- Written details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.
- Obtain a Police Clearance

The Principal's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

SEQUENCE OF STEPS FOR VOLUNTEERS

1. Make informal contact with the school to ascertain school needs re volunteers.
2. Volunteers will then be given a volunteers package.
3. Apply to the school providing background information, referee details and signed confidential declaration.
4. Attend an interview.
5. Sign agreement form
6. Obtain a police clearance (if required)
7. Attend induction training.

THE SCHOOL'S RESPONSIBILITIES TO VOLUNTEERS

- A staff member will be allocated to supervise a volunteer in the area in which they work.
- Records will be kept of a volunteer's training and work details.
- Volunteers will be provided with full induction training that will include:
 - Confidentiality Requirements
 - Mandatory Reporting
 - Duty of Care responsibilities to students
 - Sexual Abuse
 - Occupational Health Safety & Welfare procedures
 - Training specific to the area of volunteer work

PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS

- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation with their supervising staff member.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.

VOLUNTEERS' RESPONSIBILITIES

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- For volunteers, respecting the rights of children means they must not:
 - be involved in toileting students or assisting with change rooms/sickrooms.
 - have unsupervised contact with students during break times.
 - encourage affection from or dependency in students eg by giving presents.
 - have intentional physical contact with students (other than in an emergency).
 - display bullying or intimidating behaviours towards students.

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising teacher.
- Sign the time book for volunteers on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of Agreement

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. 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 through the induction training.
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.

1. CONFIDENTIALITY

In working in a school environment, a volunteer may be told or may hear about matters that must be kept private and stay within the confines of school and its personnel paid or unpaid.

Confidentiality is of the utmost importance. Volunteers may come across information regarding the school, staff, parents and students that is of a personal and confidential nature. A volunteer needs to recognise there is a difference between sharing experiences with their co-ordinator and 'gossiping' about the students/school at home or with acquaintances.

In particular a volunteer working with children is being trusted by a child when they tell of their thoughts, but a volunteer is also in a position of trust by the parents and school staff.

A volunteer needs to be aware that a student's feelings and thoughts need to be respected to build trust in the relationship and needs to be constantly vigilant in appreciating the confidential nature of their work. It is a unique privilege to be working with someone else's child.

A breach of confidentiality can have a detrimental effect. A volunteer must understand however that they have legal responsibility as a mandated notifier to report any concern about possible child abuse directly to their coordinator or principal.

2. MANDATORY REPORTING

All of the volunteers are aware that they may at some stage or another be told "secrets". Many of these are going to be the innocent dreams or hopes of a child but there is always the possibility that the secrets may be of a more personal nature and may involve the actions of other people towards that child. Whilst it is not something that most of us would even think about given the choice, it is however something of which we must all be aware.

As a volunteer you are in a position where you should report any such occurrences. The child may disclose something of which you are uncertain or you may be unhappy about the inferences made in the general chatter of that child. We are fortunate in that we have the support and backing of the school.

As far as Mandatory Reporting goes, the school will take over the responsibility from you. Your obligation, for want of a better word, ends when you inform the coordinator of your concerns. The school monitors and takes whatever action is felt to be necessary.

As a volunteer in the school you do have the right to report any concerns directly to the Family and Youth Services, if you so wish but it is advisable to always inform the school of the situation and your actions. It must be said though that these cases are rare and the chance of a volunteer being put in this rather unenviable position therefore is remote, but you must be aware that the possibility exists. It is again all part of the commitment and CONFIDENTIALITY that we mentioned before.

3. DUTY OF CARE

When a student-volunteer relationship exists the volunteer has a special duty of care. This duty is not only limited to refraining from doing things which may lead to a student being injured, but also requires a volunteer to take positive steps towards maintaining health and safety. The duty of care owed by volunteers is that of a reasonable person and will be governed by factors which include the age of the student, the student's individual capabilities, including intellectual and physical impairment, potential dangers and the foreseeability of injury.

4. SEXUAL ABUSE

The Lutheran Church of Australia has developed a Sexual Abuse Policy, of which you, a staff member in a Lutheran school should be aware. The following information is lifted from a LCA issued brochure on this matter:

Sexual abuse by people in positions of trust has a destructive impact on the lives of many people. Such abuse is totally unacceptable to the church and to society as a whole. Those who hold positions of trust within the LCA - including church workers, pastors, teachers and volunteers - are called to guard with great care the trust placed in them. They have an absolute responsibility to avoid all forms of sexual harassment and abuse. Only then will the LCA be a safe place for all.

If you believe you are a victim of sexual abuse within the LCA you should ring the LCA's 1800 number – 1800 644 629 (P.O. Box 519 Marden 5070) - and you will be put in contact with a person trained to listen to your confusion, fear or anxiety. That person will acquaint you with the LCA's procedures for dealing with alleged misconduct by any person holding a position of trust within the LCA. Remember that you might not be the only person to whom this has happened and that your action can help both yourself and others.

If you suspect a child has been abused by someone in a position of trust, it is essential that you report such abuse to the local welfare authorities, such as FAYS or the police. The LCA's trained sexual abuse advisors will help you with this matter if you feel you are unable to do it yourself.

Remember - some secrets are guilty secrets. Sexual abuse is often kept from notice by the abuser appealing to secrecy. You need to know the difference between confidentiality and secrecy in relating to a person in a position of trust. Ask yourself: Who is being protected by the secrecy? Is this secret a guilty secret?

The following information relates directly to the Lutheran Church's Sexual Abuse Policy:

LCA SEXUAL ABUSE POLICY

You are asked to note the request of the LCA with regard to the policy:

- It is the expectation of the Church that principals, staff, parents and volunteers of its schools will take seriously the need to ensure that the school is a safe place.
- The LCA Sexual Abuse Policy should be known throughout the school community.
- Every staff member, student, parent and volunteer should have copies of all the necessary documentation, brochures and materials on the policy and procedures.
- It is the responsibility of principals to ensure that the policy and procedures are known and understood and that all members of the school community feel that it is a safe place, knowing what has to be done in all likely situations.
- Awareness of this policy should be as standard as the fire drill.
- The recommended training course is that provided by the LCA.

A record of training provided for staff and volunteers within the school should be kept on file in the event of an allegation of harassment or abuse being made. While keeping such a record will not necessarily indemnify an organisation, it will be evidence that a serious effort is being made by the school to make members of its community aware of the policy and sensitive to it.

Since allegations of abuse are often made years after the alleged event, we recommend that you keep all records such as these for an indefinite time.

Adrienne Jericho

National Director for Lutheran Schools February 2001

5. EXTRACTS FROM GOOD SHEPHERD LUTHERAN PRIMARY SCHOOL, OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICIES

GENERAL STATEMENT OF POLICY

1. Good Shepherd Lutheran Primary School seeks to ensure, so far as it is reasonably practicable, that employees, voluntary workers, invitees, contractors and sub-contractors are safe from injury and risks to health while on school premises or involved in school activities.
2. In particular, the school is committed to meeting the standards required by the Occupational Health, Safety and Welfare Act and its Regulations, Approved Codes of Practice, and by Common Law.
3. To achieve these objectives the school requires the active co-operation of all persons involved with the school in establishing and maintaining the highest possible health and safety standards.

CONTRACTORS, SUB-CONTRACTORS, VOLUNTEERS AND INVITEES

1. These people shall take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions. They shall not recklessly or intentionally interfere with, or misuse anything provided in the interests of health and safety. A failure to comply with legal requirements, specific instructions related to health and safety, or the school's health and safety practices and procedures will result in immediate removal from school premises, and such other action as may be appropriate.
2. They shall be supplied safety equipment (wherever required) in the correct manner; maintain their workplaces in a well kept and orderly condition; report immediately any unsafe conditions or equipment to the Principal or to persons delegated by the Principal; report to the Principal or delegated person any injury sustained no matter how minor as soon as the injury becomes apparent; ensure that they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other persons at work.

This policy will be reviewed every three years. The relevant contents of this policy will be brought to the attention of all staff, volunteers, invitees, contractors and sub-contractors.

FIRST AID

All persons requiring first aid will report to the Principal. Those in charge of sports teams, working in isolated locations, outdoor education and on camps are responsible for ensuring that a first aid kit is readily accessible to all persons involved in these activities.

EVACUATION OF BUILDINGS

Evacuation of building, if undertaken, will be carried out according to standard fire safety practices. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be intermittent electronic signal. All persons are evacuated to the grasses area immediately upon hearing this signal, even if they suspect that it may only be for an evacuation drill.

INVACUATION OF BUILDINGS

Invacuation of building, if undertaken, will be carried out according to the Schools Emergency Procedures. A Response team will deal with the situation beginning from the Principal, bursar and secretary. The signal for the invacuation will be a long electronic signal. All persons are to stay inside. Locking all doors upon hearing the

signal, even if they suspect that it may only be for an evacuation drill. Staff will be contacted after the situation is assessed by the Response team.

HAZARDOUS SUBSTANCES

All substances are to be used in accordance with the relevant MSDS. Where a substance is brought onto the site it is the responsibility of the person supplying or using the substance to ensure that it can be used without risk of injury to any person present or likely to be present whilst a risk of injury due to the substance exists. Where a hazardous substance requires by law that regular biological monitoring be undertaken (that is blood, urine or lung function testing) then that substance will not be used in the school.

Where it is likely that installed Asbestos is present in the area of the intended work, persons must, prior to commencing work in that area consult the Asbestos register and sign it in the place provided.

WORKING ALONE

Persons using Good Shepherd Lutheran Primary School when alone, whatever the time of day, should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

SMOKING

1. All existing employees, applicants for employment and persons who use the building for social purposes are advised that, at Good Shepherd Lutheran Primary School, the buildings are a smoke free environment at all times.
2. The grounds of Good Shepherd Lutheran Primary School are smoke free at all times.

PLANT AND EQUIPMENT

It is the policy of Good Shepherd Lutheran Primary School that before introducing any plant, equipment, machinery, materials or processes any hazards that may be associated with such, shall be identified and assessed. Control measures to eliminate the risks to health, safety and welfare of those who will use it, safe operating procedures and appropriate training shall be put in place in consultation with the Principal and/or Health Safety and Welfare Committee before any plant, equipment, machinery or material is purchased or processes are commenced.

APPLICATION FORMS

Please find attached the following Appendices for volunteers to complete should they wish to proceed in volunteering their services at Good Shepherd Lutheran Primary School.

- ❖ Code of Ethics
- ❖ Volunteer Details Form
- ❖ Confidential Volunteer Declaration
- ❖ Volunteer Agreement
- ❖ Camp Volunteer Form

Please take a copy of the attached forms or ask your class teacher/co-ordinator for a copy and return your completed forms to the front office.



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Code of Ethics for Volunteers

At Good Shepherd Lutheran Primary School we are very fortunate to have a committed number of parents, grandparents and community volunteers who are prepared to spend time assisting students with writing, listening to students read, helping with craft, assisting students with LAP etc. For their many hours of voluntary work we are most grateful.

Being a volunteer in any of these areas also carries certain responsibilities which are summarised in 'The Six C's of LAP':

Care – for Children

Communication – with students and teachers

Content – Know what to do

Confidentiality – remember that working with someone else's child is a privilege and requires complete confidentiality

Commitment – to students and teachers

Co – operation – with students and teachers

(Adapted from 'The LAP Companion')

Many thanks for your six **C's**



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VOLUNTEER DETAILS FORM

Full Name: _____

Address: _____

Phone number:(Home) _____ **(Work)** _____

Area of interest: _____

Qualifications: _____

Experience or other relevant information relating to area of interest:

Type of Volunteer – Please tick

LAP

CO-ORDINATION

CLASSROOM

LIBRARY

SPORT

FRONT OFFICE

ADMINISTRATION

MAINTENANCE

CAMP

OTHER



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CONFIDENTIAL VOLUNTEER DECLARATION AGREEMENT

Name:

Address:

Phone Contacts:

Please place a tick in the boxes below:

- I agree to take all responsible steps to protect my own health and safety while on school property.
- I agree to keep confidential any personal; or sensitive information of which I become aware through my involvement with the school.
- I have been made aware of my role and responsibilities as a Volunteer. I agree to uphold the philosophy and ethos of the school.

I have read the school's information package for volunteers including:

- Confidentiality Requirements
- Mandatory Reporting
- Duty of Care responsibilities to students
- Sexual Abuse policy
- Occupational Health Safety & Welfare procedures
- I declare that I am fit and proper person of good character. Below are two referees who will attest to my good character (e.g. previous employer, teacher, doctor, J.P etc.)

Name: **Contact #**.....

Address:.....

Name: **Contact #**

Address:.....

Have you been charged with a criminal offence involving children, dishonesty, drug dealing or violence? Yes/No

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify information provided.

Signature: **Date:**

Principal Signature: **Date:**



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CAMP VOLUNTEER FORM

Dear Parents/Caregivers,

On _____ (date) _____ the _____ classes are attending their camp at _____.

For camps to be successful adult volunteers are needed to assist with supervision in a variety of forms. This assistance for teachers and camp leaders is necessary in maintaining adult/student ratio and gender balance.

Volunteers need to be aware of the following criteria in the selection process: Throughout a student's camping experiences at Good Shepherd Lutheran School all parents/care givers will be given opportunities at attend.

Under the Lutheran Church and school policy all selected volunteers may need to agree to a police check to determine suitability to work with students.

Gender balance for all adults attending is a high priority.

Selected volunteers will be required to assist with supervision of all students.

Selected volunteers will be required to meet with staff prior to the camp.

Adherence to the Code of Ethics is essential.

OFFER OF ASSISTANCE

I, _____, have read and understand the selection criteria and wish to nominate for consideration of a camp volunteer.

_____ signed _____ date

The teaching staff will inform you of the status of your interest in being a volunteer in the next few weeks. Previous camps attended as a volunteer at Good Shepherd Lutheran School.

Yr Level	Child	Date (year)
_____	_____	_____
_____	_____	_____