



POLICY DOCUMENT

Ratified by Policy Committee: February 2023

Review Date: February 2025

VOLUNTEER POLICY

To be read in conjunction with the following Department for Education policy and documentation:

- Department for Education Volunteer Policy - <https://www.education.sa.gov.au/doc/volunteer-policy>
- Department for Education Volunteer Application Form – see appendix 1
- Department for Education Volunteer Agreement Form – see appendix 2

At Trinity Gardens School we are regularly looking for volunteers. There are lots of different roles and ways to help. Before you apply, think about when and how you can help.

Who Can Volunteer

Anyone can apply to volunteer. There are some expectations that our school has for our volunteers. Our staff will guide you through what's involved. Volunteers can come from all walks of life. You might be just who we need if you:

- Are compassionate and kind
- Care about children
- Want to help young people feel confident and grow
- Enjoy helping others.

If you feel you have different skills, expertise and knowledge to offer, email dl.0474.info@schools.sa.edu.au, attention to 'Volunteering at TGS'. No matter who you are or where you're from, it's all about wanting to help out. It's in this spirit that Trinity Gardens School actively encourages people from multicultural and diverse backgrounds to get involved.

When You Can Help

When you help depends on what you want to do. If you're free:

- On a weekday, you could help children with their reading, or work in the garden or library
- On weeknights or weekends, you could join a committee or help with a working bee
- Only for an hour here and there, every little bit helps – no matter what you're doing.

How You Can Help

These are just some of the ways you can help. You could:

- Help children with their reading and numeracy
- Be involved on the Governing Council, Sub Committees and/or Parent Representative



- Help with a working bee – maintain Portrush Forest
- Share your culture
- Coach a sports team
- Help develop life skills
- Help with camps and excursions
- Work in the garden
- Be on a committee
- Help in the library
- Help with fundraising.

GETTING STARTED

Before You Apply

Before you talk to someone at our site, think about what you love to do and how you can best help. You'll be volunteering your time and skills, so try to make sure it's something you are good at and would be happy to spend your free time doing.

What To Expect When You Apply

If you decide to volunteer, you can expect an introduction from the Deputy Principal that covers some basic things, like:

- your responsibilities and tasks
- training if needed
- work health and safety
- privacy and confidentiality
- Current WWCC (Working with children clearance)
- RRHAN-EC training – Responding to Risks of Harm, Abuse and Neglect – Education and Care
- When you apply to be a volunteer, you'll be asked some questions and expected to share some information.

RIGHTS OF VOLUNTEERS

When you volunteer with us you have the right to:

- Be thanked and feel appreciated
- Be in a safe working environment
- Be treated fairly under equal opportunity and anti-discrimination legislation
- Have your privacy protected under privacy principles
- Be covered by personal liability and personal accident insurance while you are volunteering.
- You will not be expected to do the work of paid staff.



Your rights also include us giving you:

- Accurate information about the site you volunteer with
- An orientation to Trinity Gardens School and your duties
- A copy of Trinity Gardens School volunteer policy
- Appropriate training
- Support to do your role
- Feedback on how you're doing.

How to Apply

To volunteer at TGS, both the WWCC and the RRHAN-EC are required. Please contact the School Office for the relevant forms. Completed forms and required documentation including those in the attachments are to be returned to the School Office.



APPENDIX 1- Volunteer application form – confidential

Name of site or service:

Your personal details

Are you a parent or guardian of a child at this location? Yes No

Given name:		Preferred name for name badge:	
Family name:			
Home address:		Date of birth:	
		Female / male / other/not disclosed	
Postal address: <i>Same as above</i> <input type="checkbox"/>		Home phone:	
		Mobile:	
Email address:			
Emergency contact name:		Emergency contact phone:	
Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency? For example: diabetes, severe food allergy, asthma, epilepsy Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes please give details below and discuss at your interview.)			
Do you need any assistance because of a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes please give details below and discuss at your interview.)			

Your volunteering, employment or study details

Tell us about something you've done recently	
Name of organisation:	
Organisation phone:	



How can you connect with our community?

Your country of birth:	
Are you of Aboriginal and/or Torres Strait Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not stated <input type="checkbox"/>
Languages you speak other than English:	
Availability: What days and times do you think you could volunteer?	
Tell us about yourself: List a few things that you can contribute to your role as a volunteer. For example, mentoring, gardening, storytelling, administration, sport and so on.	

Screening

Volunteering with us might mean that you need a working with children check.

You understand that if a working with children check is needed you will not be able to start volunteering until a clearance has been received. Yes No

If you have a working with children check already, please provide us with your screening reference number: _____

Your personal referees

We will contact these people to find out a bit more about you. It's okay if it's someone at our school or centre who already knows you. We just need at least one person's details.

Referee 1

Name:	Email or phone:
How do you know this person? <input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> other (please specify):	

Referee 2

Name:	Email or phone:
How do you know this person? <input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> other (please specify):	



Volunteer declaration – confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, please talk to the education or early childhood service leader.

Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.		
You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: _____ Date: _____ day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

OFFICE USE ONLY: Site leader: Proof of ID sighted File created, stored securely and confidentially



APPENDIX 2- Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)

to volunteer at _____ (name of centre/preschool/school).

Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
 - know about Department for Education screening and suitability requirements
 - are aware of work health and safety
 - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Risks of Harm, Abuse and Neglect – Education and Care
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name _____ signature _____ date (day/month/year)

Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
 - following the Responding to Risks of Harm, Abuse and Neglect – Education and Care requirements
 - immediately reporting to a site leader any concerns I have about a child or young person
 - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____
(day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.



Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- When you volunteer with children and young people:
 - make sure the time spent together is positive
 - treat them with dignity, equality and respect
 - give them a chance to speak about the things that affect their care or learning
 - listen to them
 - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
 - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
 - make sure there's no favouritism, like gifts or special treatment
 - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.