

Volunteer Policy

PREAMBLE

This policy has been developed to ensure that the School community is aware of the conditions and procedures regarding the engagement of volunteers at International Grammar School (the School). This policy applies to the engagement of all volunteers at the School.

The School recognises the contribution and commitment volunteers make to the School.

Throughout the school year the School may need volunteers to assist in classrooms, at special events, on excursions and around the school in many facets of education. We are establishing a register of parents and other volunteers who are willing to assist in the School's activities.

POLICY

This Policy aims to:

- facilitate the involvement of community members in providing assistance within the School;
- publicise opportunities to volunteer throughout the wider school community so as to provide all interested people with the opportunity to volunteer;
- provide a safe and secure environment for our students, staff and volunteers;
- maximise the number and variety of effective volunteers who contribute to the School; and
- ensure volunteers carry out tasks in a manner consistent with the School's expectations, including maintenance of a professional, cooperative and confidential working environment.

Volunteers are people who willingly give their time to assist with activities for the common good of the School and without financial gain. Some of the activities that volunteers may assist with include:

- accompanying staff and students on excursions;
- assisting in the classroom with reading and other activities;
- assisting with school fundraising activities;
- participating in PTF organised school functions;
- IGS International Day.

Parents and other volunteers assisting with activities for the School do so on the understanding that:

- School staff are responsible for the programs operating within the classroom and/or the School;
- the School staff have ultimate responsibility for the safety, welfare and care of the students; and
- their conduct towards staff, students and other volunteers should be professional and appropriate at all times.

In relation to volunteers, all staff are required to:

- follow the guidelines as set out in this policy;
- not permit any volunteer to perform volunteer activities unless the volunteer has been approved in accordance with the procedures set out in this policy;
- provide induction training to volunteers where requested to do so;
- supervise volunteers where they have been nominated as the supervising staff member or otherwise requested to do so; and
- immediately report any matters of concern relating to a volunteer to the Principal or in his/her absence the Deputy Principal.

WORKING WITH CHILDREN CHECK

Regardless of any exemption which may apply under the Child Protection (Working with Children) Regulation 2013 (NSW) or otherwise, all volunteers are required to obtain a working with children check (Check) before they are able to volunteer with the School.

All volunteers are required to:

- hold and maintain a valid Check;
- not engage in child-related work at any time that they are subject to an interim bar or bar imposed by the Officer of the Children's Guardian; and
- report to the Principal if they are no longer eligible for a Check, the status of their Check changes or they are notified by the OCG that they are subject to a risk assessment.

A valid Check must be submitted to the School before the person can commence volunteering at the School.

ADMINISTRATION REQUIREMENTS AND VOLUNTEER PROCEDURES

All volunteers must be approved before commencement. Approved volunteers will be included in the IGS Volunteers Register.

Once approved, volunteers must report to the administration office prior to undertaking any activity within the School, where they will be required to sign a visitors book and will be assigned a visitors badge which they **must wear at all times** within the School.

Volunteers will be provided with an induction into any work, health and safety policies and procedures applicable to their visit.

Volunteers must be accompanied by a member of the School's staff to and from the location within the School that they are visiting. Volunteers will be assigned a supervising staff member during their engagement.

Volunteers must report to the administration office at the end of their visit to return their badge and to sign out in the visitors book. Regular School Volunteers may be issued with a visitors lanyard which they can keep for an agreed upon period of time in lieu of collecting a visitors badge each time they work in the School. They will still be required to present at the administration office each time they are on site to sign in and out of the visitors book and be accompanied when at the School.

The School will regularly review the volunteer activities that it offers and maintain a register of all volunteer activities. All staff are required to be familiar with the nature of volunteer activities and must not offer or permit volunteer opportunities without following these procedures.

ADDITIONAL CHECKS

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service. Examples of Direct Contact Volunteer activities may include volunteers involved in school camps, coaching sporting teams or assisting in learning activities.

In relation to Direct Contact Volunteers, IGS may also:

- request appropriate background information, including details of relevant skills and experience where necessary;
- verify the information provided including undertaking reference/referee checks;
- interview the volunteer applicant.

REQUIREMENTS OF CONDUCT AND BEHAVIOUR

Volunteers must conduct themselves appropriately at all times.

Volunteers are required to:

- be aware and follow the expectations of conduct expressed in the School Staff Code of Conduct;
- conduct themselves in an acceptable and appropriate manner;
- co-operate with staff in charge to ensure safety and welfare of students;
- not smoke in the presence or sight of students – the School is a non-smoking area.
- not consume or have consumed alcohol prior to any volunteering activity with the School
- notify the school as early as possible if they are unable to fulfil their volunteer commitment; and

- comply with the policies, procedures and reasonable directions of the School, including the School's Child Protection Policy;
- keep confidential any information concerning staff or students that they obtain during the course of their volunteering duties, other than advising the classroom teacher or Principal about any confidential information, where necessary.

Volunteers should not, amongst other things:

- be involved in toileting students or assisting with change rooms/sick rooms; or
- encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms).

As a Volunteer, you are also required to:

- take reasonable care for your own health and safety and the health and safety of others;
- carry out your tasks in a safe way;
- follow any work health and safety instructions given to you by the School;
- report all workplace safety incidents or injuries to the School; and
- comply with the policies and procedures of the School that relate to work health and safety.

Any parent or other volunteer not fulfilling the above requirements may be excluded from the volunteer program.

TRAINING

Volunteers may be offered training by teaching staff which will assist helpers to conduct individual programs in areas such as reading and mathematics.

Some volunteers may already possess qualifications and/or experience in particular areas which the School can utilise for the achievement of student outcomes - for example, sports coaching.

GENERAL

The School may change or modify this policy at any time at the School's absolute discretion. The most recent version of this policy will be available on the School's website and provided to volunteers.

RELATED DOCUMENTS

Volunteer Registration Form (attached)

Volunteer Code of Conduct (attached)

Last Reviewed:	February 2020
Management Responsibility:	Deputy Principal Students and Campus Life
Publication:	School website, Staff Handbook
Audience:	Staff, Parents/Caregivers, Students

Volunteer Registration Form

I am prepared to be on a register of volunteers to help with the educational programs involving students from International Grammar School (the School).

I have read and fully understand the conditions of the School's Volunteers Policy. I understand that my involvement is dependent on following the conditions set out in that Policy.

Name: _____

Licence Number: _____

Former Name (if applicable): _____

Date of Birth: _____

Telephone No.: **(Home)** _____

(Work) _____

(Mobile) _____

Address: _____ **Postcode** _____

Current WWCC: _____

Current First Aid: _____

I am prepared to work with (please circle):

EL K Yr1 Yr2 Yr3 Yr4 Yr5 Yr6 Yr7 Yr8 Yr9 Yr10 Yr11 Yr12

Any parent or volunteer worker willing to drive students to events must provide evidence of a valid driver's licence and a current comprehensive car insurance policy.

Name (please print): _____

Signature: _____

Date: _____



Code of Conduct for Volunteers

International Grammar School (“IGS”) values the contribution of all members of the school community in volunteering their time and effort.

To assist IGS in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

Put Safety First

Volunteers should:

- Observe safe work practices which avoid unnecessary risks;
- Only work according to their level of competency;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice they observe; and
- Assist in implementing evacuation procedures if required.

Have Respect for Others

Volunteers should treat students, staff and other members of the school community with respect and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility;
- Dress appropriately having regard to the nature of the volunteer activity;
- Assist in the creation of an environment free from fear, harassment, racism or exploitation;
- Respect the cultures, beliefs, opinions and decisions of others;
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties; and
- Avoid waste or extravagance and make proper use of the resources of the school/college.

Communication

Volunteers should use appropriate communication skills when engaging with students, staff and other members of the school community and in particular should:

- Avoid swearing or other use of profanities;
- Use non-discriminatory respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality;
- Be aware of people’s personal space;
- Be aware of their own body language; and
- Seek advice where appropriate.

Prohibited Conduct

Whilst volunteering and/or on school property, volunteers must not:

- Smoke or use tobacco products;
- Use, possess, or be under the influence of alcohol;
- Use, possess, or be under the influence of illicit drugs; or
- Utilise their position to take advantage of any young person.

The International Grammar School Sydney Limited