



MYPONGA PRIMARY SCHOOL VOLUNTEER INFORMATION



A SMALL SCHOOL SHAPING **BIG FUTURES**



MYPONGA PRIMARY SCHOOL

Making a Difference



Volunteering at Myponga Primary School

The staff of Myponga Primary School and the Department for Education, believes that the quality of public education and care is enhanced by the culturally rich and diverse experiences brought by volunteers. Volunteers make an important contribution to supporting the engagement, achievement and wellbeing of all children and students.

Volunteering:

- Benefits the community and the volunteer
- Respects and promotes the rights dignity and culture of others
- Is a legitimate way for citizens to participate in activities in their community
- Enables individuals or groups to address human, environmental or social needs
- Does not threaten the livelihood of paid workers
- Is always a matter of choice

Volunteering is defined as an activity whereby individuals choose to work, without an expectation of remuneration, to provide a service with a community focus in a designated volunteer position and of their own free will.

To volunteer at Myponga Primary:

- Complete the volunteer application form including names of two referees (one of these can be site staff)
- Log into Plink and complete;
 - Online Responding to Abuse and Neglect
 - General Induction for Volunteers
- Make a 15 minute appointment with a site leader for a site based induction and to sign a volunteer agreement
- Relevant history screening is required for some volunteering aspects.

Volunteer website internet address www.education.sa.gov.au/volunteers





Online training and induction

As a volunteer you are required to complete two online trainings prior to a site based induction.

What you need before you start:

- A current individual email address
- A computer or mobile with an internet connection
- A recent web browser, like google chrome (50 or later), Internet explorer (10 or later), or Firefox. (If you don't have access to a device please see a site leader for help)

Register for a PLINK volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details
 - In the field "Select Account Type" select VOLUNTEER
 - Enter your email address (this will be your plink username), choose a password, and type in your name
- Select "I accept terms of use and ethics"
- Select "Create Account"

Start the training

- Select the course "Responding to Abuse and Neglect – Education and Care (RAN-EC) induction session for volunteers"
 - Select "register"
 - Select "register" again
 - Select "Open Module" and you are ready to start
- Select the Course "Volunteer General Induction"
 - Select "register"
 - Select "register" again
 - Select "Open Module" and you are ready to start

Returning to the online trainings

If you've already signed up for either course and want to revisit it, just go to www.plink.sa.edu.au/pages/login.jsf and log back in with your new plink username.

Please bring your certificates of completion or email them to Myponga Primary School admin email for the principal to sign.

We will return the signed copy to you for your records.

If you need help undertaking these courses, or a computer to use, please come and see us in the front office.



Volunteer application form – confidential

Name of site or service: Myponga Primary School

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:	
		Gender	
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 special 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:	





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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 relevant history screening.	
You understand that if a screening is needed you will not be able to start volunteering until a clearance has been received.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 site 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"/> volunteering <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"/> volunteering <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, you can talk to a site leader about it.

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)?	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"/>
You understand that if the information in this application or declaration changes, it is your responsibility to advise the DFE site leader as soon as possible.	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.

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:** _____

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](#).





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Ready to volunteer?

The following pages will be completed during a 15 minute induction meeting with the nominated site leader.

Please:

- Return this booklet to Myponga Primary School with the volunteer application form and volunteer declaration completed.
- Make a meeting with the nominated supervisor through the front office secretary.
- Your application will be considered prior to this meeting and referee contacted.
- Please bring a copy of your ID to this meeting.

At the induction meeting, you will be provided with a role statement to assist you in managing your volunteer role. Please be aware that if your volunteer work changes, a new role statement will be provided.

We look forward to welcoming you to our volunteering community at Myponga Primary School.

Shaun Betts

Principal





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 [DFE 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.



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- 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.





Volunteer site induction checklist

Volunteer's name: _____ **Site leader's name:** Shaun Betts

This checklist should be completed by the volunteer with someone at the site as soon as they can – at least within 2 weeks of the volunteer starting. The site leader must complete the screening and suitability checklist and sign off at the end, but they can allow a staff person or an existing volunteer who knows the workplace to do the induction. Workplaces can have other induction resources as well as this checklist.

Before the volunteer starts	Completed by site leader/s
The site leader must make sure the tasks in the 'before a volunteer starts' section of the volunteer procedure are completed.	<input type="checkbox"/>
Is the general induction certificate attached? This is normally an online session, but if there are language barriers or other difficulties a face-to-face general induction must be organised instead.	<input type="checkbox"/>
Orientation to the workplace, done together by the volunteer and person doing the induction	Completed
Introduce the volunteer contact person and key people at the site, along with an explanation of each person's role.	<input type="checkbox"/>
Tour of site grounds and facilities (if applicable) Identify work space, including storage areas, staff area, kitchen, site boundaries, car park, room locations, emergency exits, first aid kit, and toilets for adults to use	<input type="checkbox"/>
Administrative information <ul style="list-style-type: none">• Arrange security access: for example ID badge, where to sign in• Check that the volunteer has given their emergency contact person's details• Give the volunteer a site map or plan (if available)• Talk about the site's daily routine (times for lessons, sessions, lunches, breaks, start and finish)• Go through the processes for:<ul style="list-style-type: none">○ reporting absence (calling in sick)○ reimbursing out-of-pocket expenses○ booking rooms and resources○ use of site's equipment and services, for example ovens, computers, internet○ use of personal mobile phones, online networking and cameras while at the site.	<input type="checkbox"/>
Communication procedures and processes Show how to find the procedures and processes for communicating with children or students, other staff and volunteers, families and community (for example, newsletter, emails, communication noticeboards, department policies).	<input type="checkbox"/>



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Orientation to the workplace, done together by the volunteer and person doing the induction	Completed
Explain that if there's a message to be passed on outside of the scheduled volunteering, it always needs to go through staff. Not direct to the child, student or family.	<input type="checkbox"/>
Site work health and safety (WH&S) – including injury management	
Provide information about relevant work health and safety policies, procedures, and responsibilities. This includes: <ul style="list-style-type: none"> incidents, injury, hazards and reporting requirements, first aid, emergency procedures (including but not limited to: evacuation, fire, bomb threat, lockdown) location of WH&S information (for example, noticeboards in designated staff areas, how to do safe manual lifting). introducing the key safety contacts: first aiders, wardens, health and safety representatives. 	<input type="checkbox"/>

Understanding roles, responsibilities and expectations	Completed by site leader/s
Make sure the volunteer knows the names of the: <ul style="list-style-type: none"> site leader (the principal or preschool director, for example) nominated site leader for child safety concerns volunteer contact person. This is their key contact person. Explain site priorities and values, and relevant site-specific information. 	<input type="checkbox"/>
Make sure the volunteer signs the department's volunteer agreement and that they understand their responsibilities.	<input type="checkbox"/>
Tell volunteer about supervision requirements and make sure they understand they must not be left unsupervised with children or students.	<input type="checkbox"/>

Volunteer: I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this checklist have been discussed with me.

Signed: Volunteer _____ Date _____

Site leader: I have recorded the volunteer's details according to the volunteer procedure. I confirm that all items in this checklist have been covered correctly.

Signed: Site leader _____ Date _____





Volunteer agreement

This volunteer agreement grants permission for _____ to volunteer at Myponga Primary 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 DfE 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 Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader: Shaun Betts signature _____ date _____

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 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 DfE 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 Relevant History Screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers
- I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____

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





Checklist for screening and assessing suitability of volunteers

If at any stage an applicant is identified as unsuitable, the site leader **must** withdraw their application and/or make sure they stop volunteering at the site.

Volunteer's name: _____

Site leader's name: **Shaun Betts**

Stage	Details	Done and OK? Y/N	If no, can volunteer progress?
1	Volunteer applies Volunteer completes the department's application form which includes a declaration.		No. Information must be collected and recorded by the site.
2	Informal interview with volunteer. Review volunteer application form (inc. declaration and proof of ID).		No.
3	Referee and other suitability checks At least one reference check must be done. For other suitability checks, see eg in the department's Screening and Suitability – Child Safety procedure.		No. The volunteer cannot start if the checks are not cleared.
4	Relevant history screening If a volunteer needs to have a relevant history screening, they cannot start until it has cleared. To find out who needs screening see: www.education.sa.gov.au/working-DfE/relevant-history-screening/screening-tool		No. If a volunteer needs a relevant history screening, it must be done and cleared. If you're unsure, contact general screening on 8226 0430.
5	Responding to Abuse and Neglect Education and Care (RAN-EC) induction session for volunteers		No. If this an ongoing volunteer they must do RAN-EC induction.
6	Volunteer is given a role description		No.
7	Role-specific training is given		No. If a volunteer needs training specific to their role, this must be provided before they can start.
8	General induction is done This is available on www.plink.sa.edu.au/pages/signup.jsf		No. If it can't be done online a face-to-face session must be organised instead.
9	Site-specific induction, including WHS		No.
10	Volunteer agreement is signed Once the volunteer agreement is signed, this person is endorsed for volunteering. All systems go!		No.
11	Volunteer's details are recorded The volunteer's details can be recorded in EDSAS or in a site-specific database if no EDSAS. All documents need to be kept on file for the specific volunteer.		–
12	Volunteer starts at site – and is thanked and welcomed.		–

Next steps

Volunteer receives ongoing support, supervision, training, recognition and encouragement. Your site:

- keeps monitoring suitability of the volunteer
- makes sure any required relevant history screening is always valid and RAN-EC updates are provided.

