

- Provide new volunteers with an onsite induction as per the Department for Education Volunteer Induction Checklist
- Ensure volunteers are made aware of site work health and safety procedures.
- Meet their duty of care to students by not leaving a volunteer to work unsupervised with students
- Provide advice and support to volunteers about any child's safety.
- Provide SAFA, as part of the annual insurance and risk management questionnaire, details of the approximate numbers of volunteers and a brief description of the nature of tasks undertaken by volunteers to make sure that the volunteers are covered by the government insurance arrangements.

The Volunteers' Responsibilities

A volunteer's most important responsibility is in their duty of care to children. All children and young people have the right to a safe, productive and positive learning environment and all workers have the right to a safe, productive and positive working environment. They also need to,

- Understand the duty of care to students and responsibilities to respond to abuse and neglect.
- Comply with check in/check out procedures for volunteers – eg arrival, departure, wearing volunteer identification.
- Be aware of site work health and safety procedures.
- Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
- Keep school related matters confidential and not approach parents or community members in relation to issues arising at the school, understanding this is the responsibility of the Principal.
- Abide by the terms and conditions detailed in the Volunteer Policy.
- Understand the services as a volunteer may be terminated if breaches of the above occur.

Respecting the rights of children means volunteers must not:

- Work unsupervised with students.
- Encourage affection from or dependency in students, eg by giving presents.

Cancellation of Agreement

If any concerns arise, opportunities to remedy the area of concern will be initiated by the school liaison person. A volunteer's agreement can be cancelled at the Principal's discretion where a volunteer:

- Fails to follow requirements outlined in the Volunteer Policy.
- Behaves in a manner deemed inappropriate or improper towards students, parents or staff.