

SHOLEM ALEICHEM COLLEGE VOLUNTEER INDUCTION POLICY

Statement of commitment to Child Safety

Sholem Aleichem College is committed to ensuring that a child safe environment exists throughout our College. The safety, wellbeing and rights of all children attending the College are paramount. Sholem Aleichem College's commitment to creating a safe environment for all students who attend the College is endorsed at the highest level by the College Council and the Principal. For more information, please refer to our Child Protection Policy.

Aim

Volunteers play an important and highly valued role in the life of our college, bringing the community into the daily lives of our students. They enrich the education of our students immeasurably and they enhance the educational programs. For these reasons, the college is keen to welcome and encourage volunteers into the fabric of college life.

To ensure that we do so in a way that supports the volunteers and safeguards the students, it is essential that all members of the teaching and support staff of Sholem Aleichem College are fully aware of, and compliant with, this policy.

Scope

This policy applies to all direct contact and regular volunteers as defined in the SAC Child Protection Policy. For more information refer to the Child Protection Policy.

Related policies/ documents

Child Protection Policy and SAC Child Safe Program
Parent, Guardian and Volunteer Code of Conduct

Implementation

The College HR Manager will act as the **Volunteer Coordinator**.

A **Volunteer Register** will be created and will be administered by the Volunteer Coordinator. The Volunteer Register will be stored and regularly update and as the document contains personal data it will only be shared with staff members on a need-to-know basis.

Any staff member or SACPA (Sholem Aleichem College Parents Association) Committee member who intends to engage the assistance of a volunteer is required to:

- Check with the HR Manager to ascertain whether this person has completed all the required documentation and induction
- Advise the prospective volunteer that there is a process that must take place prior to their offer of help being accepted
- Introduce the prospective volunteer to the Volunteer Coordinator (in person preferably, or online) to commence the process

Once the Volunteer is accepted by the College, the staff member who has initiated their volunteer role, the **supervising teacher**, is to:

- Give the volunteer a tour of the College. Show the volunteer the bathrooms, staffroom and the relevant classrooms
- Introduce the volunteer to members of the staff
- Arrange a time to take the volunteer to meet the Principal and/or Assistant Principal (if unknown to them)
- Provide the volunteer with a list of classes, class teachers and names of the children with whom they will be working

- Meet with the volunteer on a regular basis (no less than once a fortnight) to support and guide them
- Must provide details to the Volunteer Coordinator of duties to be performed

With regards to SACPA, the following is required:

- Provide name and information to the volunteer coordinator who will in turn coordinate their induction and documentation
- Once complete, the Volunteer Coordinator will provide confirmation that this person is suitable for volunteer work at SAC

The Volunteer Coordinator (HR Manager) is required to:

1. Ensure that the volunteer has a current WWCC or approved Notice of Assessment
2. Provide a Volunteer Induction Pack containing:
 - relevant College policies, including Child Protection
 - the link to the online Child Protection training module that must be **completed** prior to commencement or shortly thereafter
 - Volunteer Application Form to be completed by the volunteer including their personal contact details and emergency contact details
 - Parent, Guardian and Volunteer Code of Conduct, to be signed by the volunteer
 - Staff and Volunteer Child Protection Code of Conduct agreement, to be signed and returned to the Volunteer Coordinator
 - Statutory declaration regarding criminal convictions to be signed by all direct contact volunteers
 - a form acknowledging they have read the College policies provided; to be returned to the Volunteer Coordinator.
3. Maintain a current and accurate **Volunteer Register** showing:
 - a) the volunteer's contact details and emergency contacts
 - b) the volunteer's WWCC number and expiry date
 - c) the signed acknowledgement form, codes of conduct agreement, training completed
 - d) the name of the supervising teacher responsible for that volunteer
 - e) dates when the volunteer commenced, whether current or no longer volunteering
 - f) classes and students with whom the volunteer is engaging, where applicable
4. Keep a record of completed training
5. Ensure that notes of any teacher/student/parent/staff concerns regarding the volunteer are brought immediately to the attention of the Deputy Principal and/or Principal and the notes are filed.

The volunteer is required to:

- Ensure that they have a current WWCC before commencing
- Complete the College's online Child Protection module and read relevant policies provided before commencing; sign an acknowledgement of completion
- Return signed Codes of Conduct and information sheet to the Volunteer Coordinator
- Return signed statutory declaration where required
- Follow the instructions of the Volunteer Coordinator and the supervising teacher
- Report any concerns regarding students to the supervising teacher, in the first instance
- Maintain the confidentiality of any information that is shared with them or which they come to know through their volunteer role
- Adhere to the Parent, Guardian and Volunteer Code of Conduct and the Child Protection Code of Conduct

Review

Policy reviewed December 2022

Next review December 2023 or earlier if required

Endorsed by Council January 2023