



Policy Name	Volunteering Within the School Policy & Procedure
Related Policies and Legislation	Access to Children Policy Child Protection Policy & Procedure Parent Liaison Policy Parents & Friends Committee Policy Visitors Policy Working with Children (Criminal Record Checking) Act 2004 AISWA Guidelines: Volunteers
Policy Category	Student Wellbeing & Safety Staff Wellbeing & Safety Planning & Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	23 March 2017 13 August 2020
Date Set for Review	August 2023
Person/s Responsible for Review	Treetops Administration

Volunteering Within the School Policy & Procedure

Purpose:

The purpose of this policy is to ensure that the obligations and requirements on volunteers within Treetops Montessori School are identified and communicated. This is to ensure there is no ambiguity on the responsibilities of the volunteers at School, and to ensure that we protect the needs of the students.

A volunteer is defined as a person who does community work on a voluntary basis. For Treetops, a volunteer school worker is a person who voluntarily engages in school work without payment or reward.

Volunteers are welcomed at Treetops in a number of roles:

- Parent Liaisons
- School Board
- Parents and Friends Committee

Class Volunteering

- One off assistance
- Excursions or camps
- Block assistance

Project Volunteers

- Busy Bees
- Library Care

Treetops staff / Administration will manage the appointment of volunteers to these various roles.

Board Members and P&F committee will have their own induction procedures. 'Block assistant' class volunteers and camp/excursion assistants for Treetops Montessori School should undergo an induction process that introduces them to the role of volunteers in the school. Volunteer induction should also provide new volunteers with an understanding and appreciation of the need for confidentiality and the specific requirements of their task. See Appendix A - Volunteer Induction Checklist

In compliance with the *Working With Children (Criminal Record Checking) Act 2004*, Treetops Montessori School requires all its staff, and any adult (excluding school parents) doing unsupervised volunteer work which brings them into contact with students, to have applied for a Working With Children (WWC) Card.

In general, Treetops parent volunteers do not need to have a WWC Check and should not apply for one.

Volunteers, who are regular class volunteers or are on class excursions, are required to fill out a confidential declaration stating that they understand the role and requirements of the task and stating whether or not they have any criminal convictions or circumstances that might preclude them from working with children. In addition, volunteers who attend overnight camps are required to complete a Working with Children Check.

Contractors, consultants and volunteers working with the School must be aware of the School Code of Conduct and behave in a manner consistent with the conduct requirements described in it. Behaviour that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated. The Volunteer Handbook has been developed to ensure that volunteers are aware of appropriate conduct and behave in a manner that is in keeping with the school expectation.

Appendix A

VOLUNTEER INDUCTION CHECKLIST

Teacher / Supervisor prior to commencement:

1. Teacher/supervisor review the 'Volunteering within the School Policy and Procedure'.	<input type="checkbox"/>
2. Clearly define the need and role for volunteers, the 'category of volunteer', liaise with the Enrichment Director if regular student support is needed and seek school administration permission as to the use of volunteers.	<input type="checkbox"/>
3. Consider provision of a mentor for the new volunteer to provide support (e.g. parents new to 'special lunch').	<input type="checkbox"/>
4. Inform staff and students, if required, of the volunteer's starting date and duties.	<input type="checkbox"/>
5. Ensure volunteers are given/have read a copy of the 'Volunteer Handbook'.	<input type="checkbox"/>
6. Implement a short induction with new volunteers (return signed declaration to office).	<input type="checkbox"/>
7. Identify other key contacts and provide contact details as appropriate.	<input type="checkbox"/>
8. Acknowledge volunteers in Clippings / Twigs	<input type="checkbox"/>

Volunteer Induction

1. Confirm that the volunteer has received, read and understands the Volunteer Handbook.	<input type="checkbox"/>
2. Confirm that the volunteer fully understands the role and the obligations, expectations and protocols (for example- cooperation and collaboration, use of first name, dress code, codes of behaviour) associated with that role.	<input type="checkbox"/>
3. Confirm that the volunteer explicitly understands class / student and teacher confidentiality requirements.	<input type="checkbox"/>
4. Discuss any special requirements of the volunteer (for example, any adjustment to the workplace to address any disability) and make necessary arrangements.	<input type="checkbox"/>
5. If needed, ensure the volunteer is familiar with the school site and provide a physical orientation of the specific workplace.	<input type="checkbox"/>
6. Discuss emergency procedures and emergency exits (i.e. Fire Drill / Lockdown procedures, First Aid Officer (Office Administration), Health and Safety Officer (Bursar / Office Administration).	<input type="checkbox"/>
7. If required, outline email protocols; use the school photocopier/s, telephones.	<input type="checkbox"/>
8. Ensure the volunteer has signed a 'Volunteer Declaration' form. (Please ensure this is returned to the office).	<input type="checkbox"/>

Appendix B

VOLUNTEER DECLARATION - CONFIDENTIAL

All paid and unpaid staff, including volunteers, interns or trainees of Treetops Montessori School are responsible for the safety and wellbeing of children and young people who engage with Treetops Montessori School. Volunteers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- Act in accordance with Treetops Montessori School’s child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children at Treetops Montessori School.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Treetops Montessori School policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children’s safety and wellbeing as required by Treetops Montessori School’s risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Treetops Montessori School policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by Treetops Montessori School policy and procedure on internal and external reporting.
- Comply with Treetops Montessori School protocols on communicating with children.
- Comply with relevant legislation and Treetops Montessori School policies and procedures on record keeping and information sharing.

I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Treetops Montessori School activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Treetops Montessori School policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

<p>If I think this Code of Conduct has been breached by another person in Treetops Montessori School I will:</p>	<ul style="list-style-type: none"> • Act to prioritise the best interests of children. • Take actions promptly to ensure that children are safe. • Promptly report any concerns to the School Principal or their delegate. • Follow Treetops Montessori School policies and procedures for receiving and responding to complaints and concerns. • Comply with legislative requirements on reporting if relevant, and with Treetops Montessori School policy and procedure on internal and external reporting.
<p>I agree to abide by this Code of Conduct during my association with Treetops Montessori School.</p>	<p>..... Signature</p> <p>..... Full Name</p> <p>..... Date</p>