



Windham Street
Narrowong, 3285
Ph: 5529 5375
Principal: Tara Hulonce

NDPS Volunteer Induction

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Narrawong District Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

Narrowong District Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected. We are committed to creating an inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.

Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently in line with our policies and procedures.

We are committed to preventing child abuse, identifying risks early and reducing and removing these risks.

Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal, Tara Hulonce.

If this would not be appropriate in the circumstances, you can contact the Wimmera South West Regional Office of the Department of Education and Training on 1300 338 691.

Definitions

A volunteer school worker is a person who voluntarily engages in school work, without payment or reward. School work means:

- carrying out of the functions of a school council (whether or not as a member of a school council)
- any activity carried out for the welfare of a school, by the school council – any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school
- attending meetings in relation to government schools convened by any organisation which receives government financial support (note: a volunteer can receive payment for out of pocket expenses, such as travel costs, and can still be classed as a volunteer).

This is a broad definition and means that volunteers who participate in school activities, such as fundraising and assisting with excursions, are well protected from legal action by others.

A volunteer student worker is a person who voluntarily engages in approved community work, without payment or reward. Approved community work means work approved by the principal of the school by a student of the school.

Assessing volunteer suitability

Schools must assess and verify the suitability of volunteers, who require a current Working with Children check prior to beginning their volunteer tasks. The principal has the discretion to determine the ongoing suitability of a volunteer working in their school and may make a decision at any time whether a person is suitable to volunteer at the school.

This website may be used to check the currency of your WWC.

<https://www.vic.gov.au/working-with-children-check>

Managing volunteers

A volunteer is expected to comply with any reasonable direction of a principal (or their nominee). This will include the requirement to agree and abide by the school's child safety policy or statement of commitment to child safety and the school's child safety code of conduct. Volunteers add a great deal to our school and we hope to minimise interruptions to normal daily programs through focused volunteering tasks. If a volunteer does not follow a reasonable direction from a principal or nominee, the volunteer arrangement can be ended and/or they can be required to leave the school premises.

Volunteers should be inducted, trained and supervised according to the school's procedures for staff or volunteer induction and management. This includes being familiar with school level procedures for identifying and reporting suspected child abuse.

Induction materials – volunteers must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with.

- Narrawong District Primary School Volunteers Policy
- Narrawong District Primary School Student Wellbeing and Engagement Policy
- Narrawong District Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Narrawong District Primary School Child Safety Code of Conduct
- Narrawong District Primary School Community Code of Conduct

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact Tara Hulonce with any comments or questions.

Volunteer Confidentiality Statement

As a volunteer, you may occasionally witness events or access personal information of students, staff and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information may include health information. Personal information is any information that identifies an individual; it may be student enrolment information, student health information, student achievement data or parent information. For example, Volunteers may receive the personal information of students or staff they are working with.

Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

What do I need to do as a Volunteer?

- Do not disclose any personal information that you may have accessed in your role as a Volunteer. Eg. Refrain from discussing information obtained whilst volunteering with others. **SCENARIO-** A friend/ parent who knows you help with reading, asks you how their child is progressing and if they are at the same standard as other students in the class. It's tempting to give them the run down on who is reading fluently and who needs extra help... BUT, Best response- kindly but firmly refer them to the teaching staff.
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises eg. Material emailed to you/ documents you are working on/ SC minutes. **SCENARIO-** A friend/ parent who knows you are helping at school wants to see the documents you have taken home to laminate/ staple/ prepare for staff. You'd love to let them know what's happening at school. Best response- encourage them to speak to the Principal if they'd like specific information. Ensure papers are stored securely.
- Do not disclose any information regarding the discussion of sensitive issues at meetings/ or during the course of daily school life. **SCENARIO-** you've overheard a disagreement between two students in the playground, and it seems that one is targeting a child of your friend. You are very worried and want to make sure the parent knows what's happening at school. Best response- talk to the classroom teacher or principal to make staff aware of what you've witnessed. Then trust that staff will handle the situation according to policy and process. Do not contact the parents or discuss it further.

I understand that the information I am privileged to, and which has been shared with me as a volunteer may be of a confidential nature. This information must NOT be discussed with any other person. I understand that I am in a position of trust and must represent Narrawong District Primary School to the best of my ability.

I agree to sign this Confidentiality Statement with integrity and with respect for the position I occupy as a NDPS volunteer.

Name: _____

Signature: _____

Date: _____