

VOLUNTEER POLICY AND PROCEDURES

SCOPE OF APPLICATION

This policy is applicable to the following entities:

- Tyndale Christian School (Salisbury East)
- Tyndale Christian School – Strathalbyn
- Tyndale Christian School – Murray Bridge
- Emmanuel Christian Schools and Ministries

INTERPRETATION

Within this policy, unless specifically defined otherwise, the following terms shall have these meanings:

School or schools – shall mean all or any one of the Tyndale group of schools.

Immediate Responsible Officer – the immediate person that employee reports to and may also be an Executive Member.

PURPOSE OF VOLUNTEER POLICIES

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Tyndale Christian School. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The School reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Head of Schools or Principal, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Head of Schools or Principal.

PHILOSOPHY

Tyndale Christian School believes that voluntary workers can make a significant contribution to the School by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement School programmes, thus providing a wider range of interactions and experiences for students.

DEFINITION OF A VOLUNTEER

A volunteer is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers are not employees of the School, but without restricting the opportunity for employees to volunteer at the School.

SELECTION PROCEDURE

1. Volunteers will be assessed for their suitability to work at the school by the Immediate Responsible Officer. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.
2. Volunteers will be required to complete and sign a *V1.01A Volunteer's Application Form* and complete an induction programme that includes components such as Responding to Abuse and Neglect (RAN) training before they commence volunteer work.
3. Screening assessments will be made in accordance with Policy *S1.15 Screening Policy*.

4. Once the School has received all necessary documentation the volunteer will be issued with formalised communication confirming same, and a volunteer badge stating their name and date of most recent screening assessment expiry. The badge signifies approval to work as a volunteer and must be worn at all times when working within a volunteering capacity.

THE SCHOOL'S RESPONSIBILITIES

Tyndale Christian School is committed to the comprehensive duty of care policies that have been put into place to protect the safety and welfare of all students. The School accepts and affirms that this covers the practice of using volunteer workers within the school environment. Volunteers will only work in the School when approved by in accordance with this policy, and only in approved areas. Pursuant to this, the School will ensure that:

1. A Staff member or an Immediate Responsible Officer will be allocated to supervise a volunteer;
2. A register of current volunteers shall be kept;
3. Staff wishing to use the services of a volunteer shall check the volunteer register prior to their commencement;
4. The personal information of volunteers will be collected, stored and used in accordance with the School's privacy policy;
5. Volunteers will be provided with a formal induction programme that will include:
 - a. Responding to Abuse and Neglect training (RAN);
 - b. Work Health and Safety procedures;
 - c. Their role in relation to Duty of Care responsibilities to students;
 - d. Confidentiality requirements; and
 - e. Any training needed specific to the area of volunteer work.
6. Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status;
7. Changes to a volunteer's area of work or time commitment will be made with full consultation;
8. Supervising teachers or an Immediate Responsible Officer will be available to discuss a volunteer's concerns as they arise or at the earliest opportunity;
9. Supervising teachers, or equivalent staff member acting under the direction of a teacher, will meet their duty of care to students by not leaving a volunteer to work unsupervised with students with the possible exception when volunteers undertake tasks in a public or off-campus setting (ie public sports ground);
 - 9.1 General oversight will satisfy these supervision requirements, for example: in relation to the School's Weekly Sports programmes, a volunteer may be left to run training without direct supervision of a staff member. However, the School will provide a staff member with 'general oversight' of the whole School grounds where various training may be taking place, with periodic checks on these activities.
10. The School will insure the volunteer against injury suffered or caused due to negligence;
11. The School endeavours to provide a safe work place; and

12. The School will apply its grievance procedures if there is any problem.

THE VOLUNTEER'S RESPONSIBILITIES

1. . Students are a vulnerable group, and this vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they have experienced emotional/physical neglect.
2. For volunteers, respecting the rights of children means they must not:
 - a. work isolated or unsupervised with students. This does not include volunteers working with a group of students in a public, open or supervised-area such as public sports ground, Weekly Sports programme trainings, open-space room classrooms or Learning Support Centre (LSC);
 - b. be involved in toileting students or assisting them in change rooms/sickrooms;
 - c. have unsupervised contact with students during break times;
 - d. encourage affection from or dependency in students;
 - e. have intentional inappropriate physical contact with students; or
 - f. display bullying or intimidating behaviours towards students.
3. Volunteers are not to represent the School (e.g. answer questions of visitors, media, officials) or otherwise behave in a way that would imply the volunteer is a representative of the School, without permission from the Head of Schools or Principal.
4. Volunteers must be appropriately dressed for their role (i.e. comfortable clothing and shoes when working with Junior School students in activities such as outdoors learning or mat time).
5. Volunteers must wear their School-issued name badge, or Tyndale branded school-issued uniform (where applicable), at all times while performing their School tasks.
6. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, parent/caregiver, or other person or involves overall School business.
7. Volunteers are asked to be reliable to the best of their ability and time commitments, and to give as much warning as possible whenever they cannot attend when expected.
8. Volunteers are to follow Tyndale's rules and procedures, including Work Health and Safety.

RENEWAL OF A VOLUNTEER AGREEMENT

Volunteers wishing to continue their service to the School after a period of five years will be required to undergo another screening assessment in accordance with Policy *S1.15 Screening Policy* at no cost to the volunteer, in addition to the School's induction programme. If a volunteer fails to renew their screening assessment or induction programme, the School will deem that person no longer wishes to, or is able to volunteer, and will be removed from the School's volunteer register.

TERMINATION OF AGREEMENT

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered where appropriate.

The School accepts the service of all volunteers with the understanding that such service is at the sole

discretion of the School. Each volunteer agrees that the School may at any time, for whatever reason, decide to terminate the volunteer's relationship with the School.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the School. Notice of such a decision should be communicated as soon as possible to the volunteer's Immediate Responsible Officer.

When a volunteer fails to renew their screening assessment or induction programme with the School, they shall be deemed to have terminated their agreement with the School.

REFERENCES

- A4.02 Privacy policy
- A4.02E Contractor volunteer collection notice
- O2.02 WHS Induction for Contractors, Volunteers
- O2.03 WHS Statement for Contractors, Volunteers
- S1.03 Duty of Care
- S1.12 Protective Practices for Staff in the Interactions with Students
- S1.15 Screening Assessment Policy
- V1.01A Volunteer Application
- V1.01B Volunteer Application Process
- V1.02A Volunteer Induction Form
- V1.02B Volunteer Application Checklist

POLICY INFORMATION

Policy title	V1.01 Volunteer policy and procedures
Classification	V - Volunteers and contractors
Sub-classification	V1 - Volunteers
Approver	Board of Governors
Date approved	
Date issued	
Officer responsible for this policy	Volunteer Officer