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WESTBOURNE PARK SA 5041
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Dear Parents/Caregivers

VOLUNTEERING REQUIREMENTS AT WESTBOURNE PARK PRIMARY SCHOOL

Please find enclosed an information pack regarding volunteering in our school.

*Volunteering at Westbourne Park Primary School is highly valued
and very much appreciated.*

According to new Department for Education Guidelines, volunteers must complete the following before they start volunteering at a Departmental service, school or preschool.

- **A Volunteer Application and Agreement Form** which includes signing a declaration and agreement (p1 and 2).
Please read, complete and return to the **Front Office**.
(When accepting your Application, Office Staff are required to sight ID - e.g. drivers licence).
- **Working With Children Check (WWCC)** – issued by Department Of Human Services.
Please read and complete the new Working With Children Check Request Form (p3) and return it to the Front Office.
(YOU WILL THEN RECEIVE AN EMAIL FROM THE DEPARTMENT OF HUMAN SERVICES WHICH YOU MUST ACTIVATE FOR YOUR APPLICATION TO PROCEED. PLEASE CHECK YOUR JUNK MAIL AND SPAM).
It can take up to 6 weeks for your application to be processed.
- **Responding to Abuse and Neglect – Education and Care (RAN-EC)** online induction session for volunteers. Instructions (p4).
- **Volunteer General Induction** - online session for volunteers. Instructions (p4).

There is no letter, card or certificate associated with the WWCC. When you apply, you will be assigned a unique identification number as part of the application process. You will be able to use this number to search the DHS Screening Unit data base in future.

All volunteers must provide evidence of their WWCC approval.

The Volunteer Online General Induction and RAN certificates are issued to the applicant and as such we rely on parents/caregivers forwarding them to the Front Office once received.

Once again, I want to emphasise how much we appreciate your contribution to our school.

Regards

Julie Gallaher
Principal



Government of South Australia
Department for Education



WESTBOURNE PARK PRIMARY SCHOOL

We Value Friendship, Respect, Endeavour, Success and Honesty

VOLUNTEER ROLE AGREEMENT

Name of Volunteer			
Address			
Phone	Mobile:	Home:	
Car Registration Number			
Medical Conditions /Special Assistance requiring accommodation			
Emergency contact details (for yourself)	Name	Relationship	Phone
	Address		
Hours/times/days			
Reports to:	Supervising Teacher/Staff Member		
Role (eg listen to reading)			
Key responsibilities			
WORKING WITH CHILDREN CHECK	number	Expiry date	
RESPONDING to ABUSE and NEGLECT	number	date	
VOLUNTEER DECLARATION - confidential			
To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, you can talk to a site leader about it.			
Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction?			Yes <input type="checkbox"/> No <input type="checkbox"/>
You understand that if the information in this application or declaration changes, it is your responsibility to advise the department site leader as soon as possible.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.			

SCHOOL VOLUNTEER AGREEMENT – As a volunteer at Westbourne Park Primary School I agree to:

1. Work as a volunteer in the areas requested of me and directed by a staff member.
2. Discuss any concerns I may have in relation to student or school matters with the appropriate staff member or a member of the senior management.
3. Keep all school related matters confidential and under no circumstances approach parents/caregiver or community members in relation to issues arising in the school. I understand this is the responsibility of the Principal.

AS A VOLUNTEER

1. I have been advised of and understand my responsibilities regarding mandatory reporting, workplace health and safety procedures, duty of care to students and confidentiality.
2. I understand that if I breach any of the above agreements my services as a volunteer will be terminated.
3. I confirm and declare that to the best of my knowledge I have truthfully answered all questions.
4. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Volunteer signature		Volunteer Name	Date
Principal signature		Principal Name	Date

Please give this completed form and declaration to the Front Office. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

OFFICE USE ONLY

Proof of ID sighted File created and stored securely and confidentially



WORKING WITH CHILDREN CHECK (WWCC) - VOLUNTEER SCREENING REQUEST FORM

(Please complete this form and return it to the front office – **YOU WILL THEN RECEIVE AN EMAIL FROM THE DEPARTMENT OF HUMAN SERVICES WHICH YOU MUST ACTIVATE FOR YOUR APPLICATION TO PROCEED. PLEASE CHECK YOUR JUNK MAIL AND SPAM**)

Full Name: _____ Date: _____

Contact Phone No.: _____ Date of Birth: _____

Email Address: _____

Student's name (Youngest child): _____

Relationship (Parent/caregiver/grandparent etc.) _____

Volunteers and Visitors working onsite between the hours of 8.30am to 3.30pm must sign in at the front office.

1. WORKING WITH CHILDREN CHECK (WWCC): (please X which is applicable)

SPORTS COACH

KIDS HOPE MENTOR

SPORTS MANAGER

CLASSROOM ACTIVITIES

SWIMMING/EXCURSION

CANTEEN

SCHOOL CAMP/SLEEPOVER

PEDAL PRIX

GOVERNING COUNCIL MEMBER

SUB-COMMITTEE MEMBER

HOST OF HOMESTAY STUDENT

LIBRARY

OTHER (PLEASE GIVE DETAILS): _____

2. Responding to abuse and neglect (RAN) Volunteer Training

Completed / /

To be completed

3. Volunteer Online Induction

Completed / /

To be completed

4. Volunteer Agreement

Completed / /

To be completed

SIGNED _____ Date: _____

**** Please be advised that there is no cost to you for the Working With Children Check ****



Plink for volunteer training registration

What you need before you start

- A current individual email address.
- A computer or mobile with an internet connection.
- A recent web browser, like Google Chrome (50 or later), Internet Explorer (10 or later), or Firefox.

If you don't have access to a computer, ask your site leader for help.

Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
 - in the field "Select Account type" select Volunteer
 - enter your email address (this will be your plink username), choose a password, and type in your name
- Select "I accept the terms of use and code of ethics"
- Select "Create Account"

Responding to Abuse and Neglect - Education and Care (RAN-EC) course

Start the training

- Select the course

"Responding to Abuse and Neglect - Education and Care (RAN-EC) online induction session for volunteers."

- Select "Register"
- Select "Register" again
- Select "Open Module" when you're ready to start

For technical help email: education.plink@sa.gov.au

Volunteer Online General Induction

As a way to get ready to volunteer with us, you can do an online induction.

It will cover:

- our organisation
- our policies
- your work health and safety responsibilities
- other information for volunteers.

First-time sign-up

To sign up for the course, go to www.plink.sa.edu.au/pages/signup.jsf to register your details, as detailed above or if,

Returning to Plink

If you've already signed up for the course and want to revisit it, just go to www.plink.sa.edu.au/pages/login.jsf and log back in with your new plink username.



Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- When you volunteer with children and young people:
 - make sure the time spent together is positive
 - treat them with dignity, equality and respect
 - give them a chance to speak about the things that affect their care or learning
 - listen to them
 - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
 - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
 - make sure there's no favouritism, like gifts or special treatment
 - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

