INFORMATION FOR VOLUNTEERS
Volunteers are an integral part of our preschool. Your participation in the work of the preschool is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you. Volunteers who have close contact with students, eg work with small groups or individual children, who assist with excursions or similar activities, will receive training and extra information where necessary eg specific skills, safe practices and medical conditions.

Record keeping
The preschool's staff need to know who is in the preschool at any one time, especially in case of emergency, so you will be required to “check in” on arrival, and “check out” on your departure. Volunteer badges are to be worn and are available beside the sign-in book.

Student behaviour
We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists, please see help from the supervising staff member or senior staff.

Privacy and confidentiality
Preschools must comply with Information Privacy Principles regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the director. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.

Conversations with students
Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

Being alone with students
You should be within sight of a member of staff when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

Toilets
Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students, nor with first aid or sickroom activities.

First aid
If a student is injured or ill, please advise the supervising teacher or staff member as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

Touching students
Please refrain from unnecessarily touching students unless there is a genuine emergency.

Mandatory Notification of child abuse
Under the Children’s Protection Act, 1993, as a volunteer you are obliged by law to notify Family and Youth Services (FAYS) if you suspect that a child (under the age of 18) has been abused or neglected. This is done by telephoning the Child Abuse Report Line on 131 478. Failure to notify suspected child abuse or neglect is an offence and carries a maximum penalty of a $2,500 fine.

Definitions of abuse:
Physical Abuse
“Physical abuse is any physical injury inflicted upon a child.”

Sexual Abuse
“Sexual abuse is any sexual behaviour imposed on a child.”

Emotional Abuse
“Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child’s emotional and/or physical development.”

Neglect
“Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child’s physical, intellectual or emotional development.”
Sexual and racist harassment, and bullying
Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

The director will investigate any reports of sexual or racist harassment or bullying. We also have staff who will maintain confidentiality, listen sympathetically and explain the complaint procedures to you. The staff representatives to contact are the director or Occupational Health and Safety staff representative.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put-down jokes, attacks on property, exclusion, and physical violence.

Occupational health safety and welfare
The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the preschool. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the preschool, to the director as soon as possible. Further information is available in the Occupational Health and Welfare Manual, located in the art area and OHS & W files.

Smoking
Smoking is not permitted in buildings at all, and not on preschool grounds during school hours.

Insurance
The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Further information is available from the principal or department’s Administrative Instructions and Guidelines.

Policies and guidelines
A range of policies and documents concerning the preschool’s operations can be found in the Induction Manual or office, and on the department’s web site http://www.schools.sa.gov.au.

Training
Information about training offered by the department can be found on:
www.tandd.sa.edu.au/tandd
Training in mandatory notification and other matters is provided by the South Australian Association of School Parents’ Clubs:
www.nexus.edu.au/Associations/SAASPC/SAASPC.htm
Other useful sites include:
www.saasso.asn.au
www.parenting.sa.gov.au
www.napcan.org.au

Thank you for taking the time to read this information. Do not hesitate to speak with the director if you have any concerns or require further information.