



Hallett Cove South Primary School

Care Respect Environment Safety Teamwork  
Livonia Street  
Hallett Cove 5158  
Ph: (08) 83814080  
Fax: (08) 83817216  
<http://www.hcsps.sa.edu.au>

**IMFORMATION FOR VOLUNTEERS/VOLUNTEER AGREEMENT**

Volunteers are an integral part of this school. Your participation in the work of the school is greatly appreciated and valued. Whilst 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.

**Student safety**

All volunteers who work in our school are required to follow our school values and agreements such as respect, safety and teamwork. In some instances volunteers will be required to complete a criminal history screening check prior to volunteering including - Governing Council members, volunteers on camps, volunteers who are not parents or carers. Information is available from the Front office.

**Student behaviour**

We expect students to treat you with respect and courtesy at all times. If a student's behaviour is inappropriate, you should tell them, in a controlled, calm manner, that the behaviour is unacceptable. If the behaviour persists please seek help from the supervising teacher.

**Privacy and confidentiality**

Any personal information including names, phone numbers, addresses or situations of any nature about students, staff and volunteers that you become aware of during your volunteer work must not be shared unless required to by law. Please refrain from making any comments about individual students, teaching methodologies or behaviour management methods.

**Conversations with students**

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

**Mandatory Notification of child abuse**

Under the Children's Protection Act 1993 as a volunteer you are obliged by law to notify the Child Abuse Hotline if you suspect that a child has been abused or neglected. You are advised to consult with the Principal or a member of staff if you suspect this. All volunteers must complete a 2 hour Reporting Abuse and Neglect Training session. Times for these will be advised.

**Smoking**

Smoking is not permitted in school buildings, on school grounds or if you are accompanying students on school excursions.

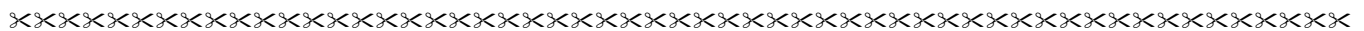
**Insurance**

The Volunteer 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.

**On excursions**

When on an excursion volunteers need to keep within sight of a staff member if supervising a group of students. Younger and older siblings cannot be accommodated on excursions.

Please complete the details below and return to acknowledge your understanding of these expectations.



NAME: \_\_\_\_\_

I have had a DCSI Criminal History Screening Clearance (not required for all volunteer work) YES/NO

I have had Responding to Abuse and Neglect Training and understand my responsibilities. YES/NO

(Please supply photocopies of current certificates for the above if completed)

I have read the above information and would like to volunteer at Hallett Cove South Primary School.

Signed \_\_\_\_\_