



Highbury Primary School

HIGHBURY PRIMARY SCHOOL

VOLUNTEER POLICY



Highbury Primary School

Ratified by Governing Council on 13.4.15

Volunteers working in schools:

At Highbury we value the significant contribution that our volunteers make. It is appreciated and highly valued. To support both volunteers and students a policy document *Volunteers working in Educational Sites and Settings* has been developed by ECD (Education & Childhood Development).

The ECD Criminal History Screening Policy Guidelines identify the following groups of volunteers, parents, caregivers and others for Criminal History Screening:

- Attending overnight camps, sleepovers, billeting programs
- Working 1:1 with children or in close proximity to children
- Acting as a coach or manager of teams
- Working in resource centres, offices, canteens etc.
- Accepting a position on Governing Council or committees

All prospective volunteers therefore must provide written consent authorising ECD to receive information about their criminal history and background by completing the consent form for a Criminal History Check. Sites *may* also request character references.

- Please collect AND return completed Department for Communities and Social Inclusion (DCSI) consent forms and 100 points of ID (originals as indicated on the form) to the front office for a member of leadership to verify.
- A number of Volunteer training sessions will be offered.
- From 2014 Term 4, only people who have attended a Volunteer Training session AND have provided their original DCSI clearance (for sighting and copying) will be permitted to volunteer at Highbury.

Expectations for Volunteers (new and existing) at Highbury:

- have DCSI clearance
- have completed a Volunteer training session at Highbury (alternatives to this need to be negotiated with the Principal or delegate)
- sign a Volunteer agreement
- sign in at the front office or designated area prior to each Volunteer session and sign out on conclusion
- agree to wear the prescribed Volunteer identification