



THE MULLUMBIMBY STEINER SCHOOL

VOLUNTEERING PROTOCOLS

Volunteers provide a highly valued and important service to our School, which benefits students and staff. Research shows conclusively that parental involvement in children's schooling is a predictor of educational achievement and success across a wide range of socio-economic and cultural settings. Volunteering at Shearwater may include:

- Becoming a Board member or joining the Shearwater Parents & Friends
- The role of Class Parent Representative (CPR)
- Classroom assistance, such as craft, languages/cultural events and reading (only for special programs and on request by teaching staff)
- Excursions or camps
- Library help
- Administrative tasks
- Working bees
- Events assistance (such as WAVE or Spring Fair)
- Catering for camps, festivals and events

Please note that volunteering in any capacity will not attract monetary compensation.

PROTOCOLS

As volunteers work closely with both students and staff, the following protocols must be maintained at all times:

1. All volunteer work must be approved, in-principle, by the relevant Coordinator (Preschool, Kindergarten, Primary or High School), or by the Head of School, prior to commencing assistance.
2. All parents and community members volunteering in the classroom or attending excursions and camps must complete a Working with Children Check (WWCC) before they can become a volunteer unless otherwise approved by the Head of School. The WWCC process for volunteers does not attract a fee.
3. Volunteers must submit their WWCC number and date of birth to: information@shearwater.nsw.edu.au prior to their first day of volunteering.
4. On or before your first day of volunteering, your driver's license or similar photo ID must be sighted and photocopied by the Office receptionist, to be matched against your WWCC.
5. Volunteers must sign-in, on arrival, at the Office and sign-out when leaving the premises. The wearing of a Visitors Pass is required at all times on School grounds.
6. Mobile phones are to be switched off at all times in the classrooms.

7. Volunteers are not to be left alone with children without a teacher or supervisor in attendance.
8. Volunteers are **not** permitted in School staff rooms unless permission has been granted by the Head of School.
9. Discussions or comments about specific students, their parents, the staff or the School is not appropriate. Put simply, gossip and other potentially negative commentary can be damaging to the School and should be avoided by volunteers. Breaching confidentiality about students or classroom activities will result in the invitation to volunteer being withdrawn.
10. In the event of a fire or emergency drill taking place, volunteers are required to follow the instructions of the teacher in charge promptly and accurately. The School takes regular emergency evacuation practices very seriously and expects all volunteers to do likewise.

WORK HEALTH & SAFETY

Work Health and Safety (WHS) is of fundamental importance to Shearwater, the Mullumbimby Steiner School. The School aims to do everything reasonably practicable to:

- a) ensure the health and safety of volunteers who carry out work at the School
- b) ensure that the health and safety of others is not put at risk from work carried out by volunteers
- c) identify any hazards in the workplace that may be a risk to the health and safety of personnel and to eliminate or minimise those hazards
- d) consult with volunteers about health and safety issues in the workplace as required

If you suffer an accident or injury in the course of your duties, whether this requires medical treatment or not, OR if you have experienced a near miss (ie no actual injury occurred but there was a potential for injury to occur) you must fill out an Incident Report Form within 48 hours of the accident/injury occurring. This form is available from the Office reception.

The School has appropriate insurance that covers workers, volunteers and the general public.

VOLUNTEER RESPONSIBILITIES

Volunteers have a responsibility under WHS legislation to take care of their own health and safety at work. It is also their responsibility to ensure that activities do not adversely affect the health and safety of other persons, such as students, parents or staff.

The volunteer must cooperate with the School in ensuring that the School is safe and without risk to health. This includes, but is not limited to:

- a) complying with all policies and procedures in place to protect health and safety at work;
- b) complying with all reasonable instructions from school management in relation to health and safety issues at work;
- c) ensuring that equipment is used in a safe and correct manner;
- d) using any personal protective equipment provided by the School to protect the volunteer's safety and ensuring that this equipment is used correctly;
- e) reporting all incidents and accidents at the School in accordance with procedures; and
- f) generally cooperating with the School as required to enable compliance with the law.