



### VISION STATEMENT

Dominican School in partnership with families, is a community which creates opportunities for encountering life to the full - in all its personal, religious, ecological, and cultural richness. Dominican School is a welcoming Christ-centered community bound by the Dominican Charism - VERITAS.

### RATIONALE

Any individual who offers a service to the school without receiving compensation is a volunteer.

Dominican School values and promotes volunteers' active involvement in school activities. By donating their time and sharing their knowledge, volunteers can significantly benefit the school community. Volunteers have a wide range of interests and skills that complement educational programs and give students access to a larger variety of contacts and experiences.

Participation can take many different forms, such as joining committees, supporting classroom teachers, and taking part in extracurricular activities and faith formation programs within the school.

### VOLUNTEER SELECTION

Persons interested in becoming a volunteer are required to complete a CESA/Dominican Volunteer Application (Appendix B) and are subject to the screening procedures and policy of the Catholic Education Office.

A system of records will be maintained on each volunteer. Volunteer records will be subject to the same confidentiality guidelines as paid staff records.

All volunteers are required to complete the following:

- **Responding to Harm, Abuse and Neglect: Education and Care training for Volunteers (RHAN-EC)** - valid 3 years
- **Department of Human Services Working with Children Check (WWCC)** - valid 5 years. WWCC are conducted through the Screening and Verification Authority (SAVA) of the Catholic Archdiocese of Adelaide. Applicants will receive a police clearance letter and card, which must be shown to the school before volunteer services can commence.

The school will provide all interested volunteers with an induction package.

### RIGHTS AND RESPONSIBILITIES

The volunteer's most important responsibility is their duty of care to young people.

This duty of care encompasses appropriate relationships with the students, as well as compliance with child protection and anti-harassment policies.

A volunteer has a responsibility to:

- support the Catholic ethos of the school and adhere to school policies and procedures
- treat others with respect
- acknowledge the need for training and participate fully in it
- refer all student concerns or behaviour issues to the supervising teacher
- seek advice from an appropriate member of staff when unsure about any policy or action

A volunteer has a right to:

- be treated with respect
- an initial orientation
- ongoing training, where necessary
- be consulted in decision making appropriate to their position
- be treated as an equal co-worker.

### **Child Protection**

All registered volunteers receive information relating to current Child Protection matters and must hold a current Responding to Abuse and Neglect- Volunteer Awareness Course certificate (or equivalent). This certificate must be updated every three years.

### **Work Health and Safety**

Dominican School seeks to ensure that employees, volunteers, visitors, and other persons working on site are safe from injury and risks to their health while involved in school activities.

The school is committed to meeting the standards required by the Work Health Safety Act and Regulations.

Maintaining a safe and healthy workplace requires the cooperation of all persons involved.

Registered volunteers receive a Volunteers WHS Induction form (Appendix C) and are required to complete and return this once it has been read and understood.

Volunteers are required to report all incidents, injuries and identified hazards to the supervising teacher or to front office staff.

### **DISMISSING VOLUNTEERS**

Volunteers who do not support the ethos of the school or who fail to satisfactorily perform their volunteer role are subject to dismissal.

When concerns arise about a volunteer, opportunity to resolve the problem or improve an area of concern will be offered wherever possible.

Possible grounds for dismissal include but are not limited to:

- inappropriate or improper behaviour toward students, parents, and staff
- failure to adhere to the policies and procedure of the school
- failure to satisfactorily perform assigned duties.

### **APPENDICES**

Appendix A- Volunteer Letter

Appendix B- CESA/Dominican Volunteer Application

Appendix C- Volunteers WHS Induction

### **RESOURCES AND RELATED POLICIES**

Protective Practices- Behaviour Guidelines 2017

Protective Practices- Information for School Volunteers 2020

Responding to Abuse and Neglect Handbook 2018

Responding to Abuse and Neglect Education and Care

CESA Code of Conduct Policy

CESA Code of Conduct Procedure

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| Implemented              | September 2023 |
| Ratified by School Board | September 2023 |
| Last Reviewed            | September 2023 |
| Next Review August 2026  | September 2026 |

