



SILVER TREE STEINER SCHOOL

Visitors and Volunteers Policy

2024

This policy applies to: employees, parents, visitors and volunteers

AUTHORISED BY:	Head of School
VERSION:	Version 1
DATE:	November 2024
REVIEW:	November 2027

Contents

Policy	3
Background.....	3
Purpose.....	3
Application.....	3
Definitions	3
Policy Review and Dissemination.....	3
Visitors.....	4
Visitor Protocols	4
Safeguarding Children	4
Health and Safety	5
Respect for Others.....	5
Communication	5
Volunteers	5
Obligations of Volunteers.....	6
Confidentiality in the Workplace.....	6
Volunteer Screening	6
Health and Safety for Volunteers.....	7
Covid-19 and Pandemic Management.....	8
Emergency Procedures	8
Insurance and Liability	8
Volunteer Induction and Training	8
Duty of Care.....	9
Grievances and Breaches	9
Appendix A – Child Safe Statement of Commitment	10
Appendix B: Types of Volunteer Work	12
Appendix C – Volunteer Induction Checklist.....	14
Appendix D – Volunteer Declaration and Confidentiality Agreement	15

Policy

Background

Silver Tree Steiner School (STSS) is committed to safeguarding and promoting the safety, welfare and wellbeing of all students and expects all staff, volunteers and visitors to share this commitment. To assist the School in providing a safe and positive educational climate for all students, we request visitors and volunteers comply with the guidelines and procedures associated with this Policy. Additionally, volunteers must also read and uphold the School's Child Safe Statement of Commitment (Appendix A) prior to taking on any voluntary work for the School. This document is available from Reception or the School's website and is provided as part of the induction process for regular volunteers.

Silver Tree Steiner School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment, as defined in our Child Protection Policy.

Purpose

The purpose of this policy and associated procedures is to ensure that the obligations and responsibilities for visitors and volunteers at Silver Tree Steiner School are identified and clearly communicated.

Application

This policy applies to and is binding upon all parents, employees, visitors and volunteers of Silver Tree Steiner School, on school grounds or when acting for the School at an external venue for an excursion or camp. For the purpose of this policy 'parent(s)' includes step-parents, foster parents, legal guardians, carers and grandparents.

Definitions

Volunteers are defined in Section Four (4) of the Volunteers and Food and Other Donors (Protection from Liability) Act 2002 (The Act). According to the Act, a volunteer is defined as a person who does community work on a voluntary basis. Voluntary means the person receives no remuneration for doing that work other than:

- remuneration that the person would receive whether or not the person did that work
- the reimbursement of reasonable expenses incurred by the person in doing that work
- receives remuneration that is not greater than the amount, if any, prescribed by the regulations.

Community work includes work organised by a community organisation to be done for a religious, educational, charitable or benevolent purpose.

Policy Review and Dissemination

This policy and related procedures will be made available to the public and staff members on the School website and is available to staff in the Policies and Procedures folder in the School Office. The School may, at any time, make amendments to this policy to ensure continuous improvement. The policy will be reviewed at least once every three years by the Head of School.

Related Policies

Other policies that should be read in conjunction with this policy are:

- Child Protection Policy
- Duty of Care Policy
- Privacy Policy
- Camps, Excursions and Incursions Policy
- Child Safe Statement of Commitment
- Work Health and Safety Policy
- Contractor Management Policy
- Photographs, Videos & Digital Images of Students Policy

Visitors

Apart from parents delivering students to School prior to the start of the school day or collecting students at the end of the school day, all visitors are required to report to Reception to sign in before proceeding to other parts of the School. Short-term visitors who remain in Reception do not need to sign in, e.g. parent collecting a form or paying fees, or a courier.

For the purpose of this policy, visitors may also include:

- prospective parents, students and employees
- invited speakers and officials, sessional instructors and others addressing learning and development
- persons conducting business e.g. uniform suppliers, booksellers, official school photographers
- children's services agencies
- children's services agents, including allied health professionals provided through the National Disability Insurance Scheme (NDIS)
- tradespersons (tradespersons contracted to work at the School must read and comply with the *STSS Contractor Management Policy*)

Visitor Protocols

Visitors should remain in Reception until they are collected by a member of staff. Visitors must not be left to roam around the school grounds unaccompanied.

The Visitor's Register contains information such as the date, the visitor's name, visitor's phone number, reason for visit, the time of arrival and departure. If not already wearing an official badge, visitors will be provided with a visitor's badge which must be worn for the duration of their visit. This assists us in ensuring the safety of students and staff and identifying people on the school premises in the event of an emergency evacuation. Visitors must sign in and out of the Visitor's Register in the office and return their visitor's badge at the conclusion of their visit.

Any visitor to the school site who is not wearing a visitor's badge should be challenged politely in relation to who they are and their business on the school site. They should then be escorted to Reception to be issued with a visitor badge if approved and reminded of the school procedure. An example of such an exchange could begin with a greeting by a staff member, followed by *"I can see you don't have a Visitor's Badge. Let me show you to Reception where you can sign in and collect one."*

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head of School informed. The Head of School will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be requested.

Safeguarding Children

Whilst on school property, visitors must not:

- discipline or reprimand students about their behaviour
- use their position to take advantage of any child or young person
- bring harm of any kind to a student or behave in a way which actually or apparently seeks to establish an inappropriate relationship with a student

Silver Tree Steiner School will ensure that our Child Safe Statement of Commitment is available and visible

to visitors when they sign in. All visitors are expected to uphold the Child Safe Statement of Commitment with the understanding that breaches may lead to their being asked to leave the school site, may include disciplinary action or the termination of engagement with Silver Tree Steiner School.

Health and Safety

Your safety and well-being during your visit are important to us. As a visitor, you have a legal duty to care for the health and safety of yourself and others. Visitors should observe safe work practices which avoid unnecessary risks and report any safety hazard or hazardous practice they observe to the Business Manager or Head of School. Any injury or accident sustained whilst on school grounds must be reported to Reception so that an Accident/Incident/Hazard or Injury Report can be completed.

The School's emergency management procedures will ensure that visitors within the school grounds at the time of any emergency or practice drill will be recognised and appropriately catered for. All visitors follow reasonable safety instructions given by school staff.

In the interest of public health, visitors are asked not to come on to school grounds whilst managing potentially contagious illnesses and must not smoke or vape, or use, possess, or be under the influence of alcohol or illicit drugs.

Respect for Others

Visitors should treat students, staff and other members of the school community with respect, and in particular should:

- treat everyone with courtesy, sensitivity, tact, consideration and humility
- assist in creating an environment free from fear, harassment, racism or exploitation
- respect the culture, beliefs, opinions and decisions of others

Communication

Visitors should use appropriate communication skills when engaging with students, staff and other members of the school community and in particular should:

- avoid swearing or other use of profanities
- use non-discriminatory, respectful and non-judgmental language
- refrain from using mobile phones
- maintain appropriate levels of confidentiality.

Volunteers

Silver Tree Steiner School values the contribution of all members of the school community in volunteering their time and effort. In general, a volunteer is defined as a person who does community work on a voluntary basis. At STSS, a volunteer school worker is a person who voluntarily engages in school work without payment or reward. This volunteer school work may include such activities or functions as:

- Board of Governors
- Parents & Friends Association
- Silver Blossoms shop
- Class Volunteers including one off assistance, block assistance or helping on excursions/camps/incursions
- Project Volunteers such as 'busy bees'
- Craft Group.

A volunteer at STSS may include:

- parents/carers or relatives of a child currently enrolled at STSS
- former pupils or members of staff
- university students or students on work placements
- members of the Board of Governors
- community members who do not have children enrolled at STSS.

A full description of the types of volunteer work that may be available at Silver Tree Steiner School can be found in *Appendix B*.

Parent volunteer hours count towards the School's Parent Participation Scheme. Each family is asked to donate 20 hours per year (5 hours per family per term) to agreed volunteer activities at the School. For further information please refer to the School Handbook.

Obligations of Volunteers

At Silver Tree Steiner School, a volunteer's most important responsibility relates to their care to children and maintaining a safe school environment. Volunteers working with the School must read and uphold the School's Child Safe Statement of Commitment and behave in a manner consistent with the conduct requirements described therein.

Confidentiality in the Workplace

While you are working as a volunteer you may receive or overhear confidential information regarding students, staff or other volunteers. Privacy laws protect personal information about volunteers, students and staff. These laws also apply to photographs and video footage (see the School's Privacy Policy and Photographs, Videos & Digital Images of Students Policy).

Discussing information you have received during your volunteer role with staff, students, family, friends or other volunteers inside or outside the School, is not acceptable. If you have an issue or concern, please discuss this with the Head of School.

Volunteer Screening

The Working With Children Check (WWCC) is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as "child-related work" under the Working with Children (Criminal Record Checking) Act 2004.

Volunteers involved in child-related work with students, other than parents who have a child currently enrolled at Silver Tree Steiner School, are required to undergo a Working with Children Check. It is the responsibility of the volunteer to advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application. If volunteers do not meet this requirement, they may be refused access to the School until such time as they obtain the required check.

Exemptions to this apply to volunteers who are:

- students under 18 years of age on unpaid placement as part of their educational or vocational course of study
- short-term visitors to Western Australia, who are not ordinarily residents, for two weeks after their arrival and for no more than two weeks in any 12 month period

Please note that parents who have a child currently enrolled at STSS and who are volunteering do not

require a WWCC, unless they are volunteering for overnight camps. However, if the School identifies specific activities where a criminal record check would improve safety, the School may require that exempt volunteers and/or volunteers, including parents, have either a National Police Check for Volunteers or a National Police Certificate.

Under the working with children act, the definition of a **parent** is as follows:

parent, of a child, means a person —

(a) who is the father, mother, stepfather or stepmother of the child; or

(b) who at law has responsibility for —

(i) the long-term care, welfare and development of the child; or

(ii) the day to day care, welfare and development of the child; or

(c) who is in a de facto relationship with a person referred to in paragraph (a) or (b); or

(d) who is specified as the child's prospective adoptive parent under the adoption Act 1994 section 20(b)

All volunteers at Silver Tree Steiner School are required to sign a Confidential Declaration indicating that they do not have any convictions or reasons that might preclude them from working with or near children. (See Appendix D Volunteer Declaration and Confidentiality Agreement)

Under the Working with Children (Criminal Record Checking) Act 2004, schools have a number of obligations. Silver Tree Steiner School meets these obligations by:

- maintaining a register of all volunteers, noting those who require a WWCC, the expiry date of their WWCC and that the volunteer has applied for renewal in a timely manner.
- sighting and copying details of the WWCC before a volunteer is engaged in child-related work or recording the receipt number of a volunteer's application for a WWCC if they are waiting on a certificate
- ensuring that the School does not disclose information about a volunteer, that has been acquired from the carrying out of the WWCC, except in certain circumstances listed in the Act, such as for the purposes of a reference check in respect of child-related work
- maintaining records of volunteers in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012)

Health and Safety for Volunteers

Silver Tree Steiner School is committed to providing a healthy and safe workplace for all its community members. Each person has a duty of care as outlined in the Work Health and Safety Act, to perform their role in a safe and professional manner. Volunteers at STSS are asked to:

- follow instructions and guidance provided to you
- inform the School if you have any medical conditions or are taking any medication that might impact your duties at the time of volunteering - any information provided will be kept confidential
- consider work health and safety standards for clothing/equipment when conducting duties
- be sun safety conscious – sunscreen is available on request and wear a hat during Terms 1 and 4
- not smoke, vape, consume drugs or alcohol on school grounds or offsite on school camps, excursions or events
- report hazards, accidents or injuries to the Head of School via Reception
- see Reception should you require any First Aid assistance

Covid-19 and Pandemic Management

In times of major health disease outbreak the expectations/participation of volunteers in the School may change at short notice. The Head of School will advise any COVID-19 safe measures that may need to be put in place to comply with public health requirements at the time.

Emergency Procedures

Emergency procedures for Silver Tree Steiner School are clearly outlined in the Critical Incident and Emergency Management Plan held in Reception and available on the School's website. In the event of an emergency, leave what you are doing, do not return for personal belongings and follow staff to the nearest assembly point. Wait with staff in the designated area for further instructions. No one is exempt from taking part in emergency procedures regardless of whether they are simulations or a real emergency.

Insurance and Liability

Silver Tree Steiner School provides relevant insurances for employees and voluntary workers on approved educational excursions/activities such as public liability insurance, workers' compensation insurance, and voluntary workers personal accident insurance. In case of a claim, supervising staff must demonstrate that all appropriate duties of care were undertaken. Volunteers will not be covered if they:

- act outside the scope of the community work organised by the School
- act contrary to the instructions given by the School in relation to the service they were providing
- are impaired by drugs or alcohol

Volunteer Induction and Training

Regular volunteers, including parent and non-parent volunteers, practicum students and workplace students at Silver Tree Steiner School coming to assist in classes on a regular basis or attending excursions and camps, are required to take part in an induction before commencing their task. The reading of this policy and procedures is the start of the induction process. The specifics of this process will differ depending on who is volunteering and their relationship to the School, the type of volunteer work and duration or regularity of the commitment.

- Practicum and workplace students are inducted by the Education Coordinator
- Volunteers attending excursions, excursion or camps will be inducted by the Teacher-in-Charge responsible for the organisation of the event
- Volunteers who assist in classrooms will be inducted by Class Teachers with assistance from Administration staff.

An Induction Checklist (see Appendix C) ensures that relevant aspects of the School's operations, policies, programs, procedures and responsibilities are understood. Once the induction has been completed, the Induction Checklist is retained by the School for our records.

Duty of Care

The term 'duty of care' is a legal concept that defines the duty a person has to use reasonable care towards others in order to protect them from known or reasonably foreseeable risk of harm and /or injury. Volunteers are not generally personally responsible for students and do not have the same duty of care to students as teachers. However, in certain situations and under certain conditions, teachers may delegate a proportion of their duty of care to volunteers, in which case the non-teacher will then owe the same level of care to students as a teacher (see Duty of Care Policy).

Before delegation of duty of care responsibility to volunteers, it is necessary for the School and/or the teacher to ensure the volunteer:

- is suitable for the task being delegated
- is covered by either the School's insurance or have in place their own adequate insurance cover
- has been provided with clear instructions as to the level of care required
- agrees to assume this personal duty of care for the students - they have the right to refuse

Before agreeing to assume this additional responsibility, it is important the volunteer understands:

- the characteristics, abilities and support needed by the students for whom they are taking on this additional duty of care responsibility
- the context in which they are being asked to perform the tasks
- the instructions being left by the teacher
- they have the right to refuse

Grievances and Breaches

Silver Tree Steiner School will not tolerate any form of harassment or bullying in the work place or any other venue. If you feel that there is a problem that makes your position as a volunteer uncomfortable, or that you have been unfairly treated, please discuss the issue with the Education Coordinator or Head of School. The Head of School is always available to discuss any issue that you may have if you feel that the issue has not been resolved. The School has a formal grievance process which can be accessed through the School's website.

In the case that a complaint is made regarding the volunteer's conduct, it will be referred to the Head of School who will make the volunteer aware of their breach of the volunteer agreement and if necessary, terminate the volunteer activity.

Volunteers must report possible breaches by others to the supervising teacher, or Head of School. Factors the School may consider when deciding what action to take may include:

- the seriousness of the breach and the likelihood of the breach occurring again
- whether the Volunteer has committed the breach more than once
- the risk the breach poses to staff members, students or any others
- whether the breach would be serious enough to warrant formal disciplinary action.

The School will reserve the right to determine in its entirety the response to any breach.

Appendix A – Child Safe Statement of Commitment



Child Safe Statement of Commitment

In accordance with the National Principles for Child Safe Organisations, Silver Tree Steiner School is committed to providing a child-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children.

The Child Safe Statement of Commitment serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the Silver Tree Steiner School environment. It is intended to complement child protection legislation, school policies and is an adjunct to the School's Code of Conduct for Staff, Board of Governors, Contractors and Volunteers and Code of Conduct for Parents and forms part of the contract between the School, and any visitors, volunteers or contractors. (See Visitors and Volunteers Policy and Contractors Management Policy).

All adults {18 years and over} who are visiting Silver Tree Steiner School or who work with or supervise children at the School or on school related activities off campus, are expected to support and honour our Child Safe Statement of Commitment. This includes all visitors, employees, Board members, practicum students, parents, volunteers and contractors of Silver Tree Steiner School.

Silver Tree Steiner School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment as defined in our Child Protection Policy.

You are expected to:

- Be a positive role model to students.
- Promote the safety, welfare, and wellbeing of students.
- Be vigilant and proactive regarding student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Act in accordance with the School's child protection and safety policies at all times.
- Consider and respect the diverse backgrounds and needs of children.
- Help create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, and then listen to them with respect
- Respect cultural, religious, and political differences.
- Help provide an open, safe, and supportive environment for all students to interact, and socialise.
- Comply with Privacy laws and the School's policies and procedures on privacy, confidentiality, information sharing and record keeping.

You are expected to NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour, or inappropriate language with students.
- Express personal views on cultures, race, or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity, or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments, sharing sexually suggestive material or grooming.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, e.g. toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be favouritism (e.g. the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the School or the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies, or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their full name; age; e-mail address; telephone number; residence; school; or details of a club they may attend.
- Ignore or disregard any suspected or disclosed child abuse.
- Consume alcohol or take illicit drugs under any circumstances in the school environment or at other school events where students are present.
- Share or provide illicit drugs or alcohol to students on or off campus.

If you think this Child Safe Statement of Commitment has been broken by another person at Silver Tree Steiner School, you are expected to:

- Take actions promptly to ensure that children are safe.
- Promptly report concerns about child safety or breaches of this Agreement to the Principal.
- Follow School's policies and procedures regarding complaints and concerns.

Breaches of the Child Safe Statement of Commitment may lead to you being asked to leave the School site, may include disciplinary action or the termination of engagement with Silver Tree Steiner School. If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the Head of School immediately.

Appendix B: Types of Volunteer Work

Parents and Friends Association

All families who join the School are eligible to become members of the Silver Tree Steiner School Parents and Friends Association (P&F). The P&F is comprised of parents and staff, and members of the community may also apply for membership. The aim of the Association is to promote and support the development of the Silver Tree Steiner School and its community.

P&F volunteers co-ordinate many ongoing and one-off activities, and initiatives throughout the year, some of which include the Market Day, Rice and Dahl Days, the organisation of family events, fundraising initiatives and catering co-ordination for regular and one-off events.

The P&F meets twice a term and all members are most welcome to attend and contribute. Dates for meetings are advertised in the School Newsletter, Facebook page or via email.

Silver Blossoms

Our school shop, Silver Blossoms, is located at the entrance of the school and is open 8:30 – 9:30am Mon-Fri and 2:15 – 2:45pm Thursday, dependent on volunteer availability.

The shop offers an excellent selection of pens, pencils, crayons and other classroom materials, as well as organic cleaning materials, foodstuffs, toiletries, books and toys. The cafe offers organic coffee and homemade cakes and snacks. If you would like to volunteer, and learn to make a great coffee, please see the Manager at the shop or email silverblossoms@outlook.com.

Craft Group

A group of parents meet regularly to do craft. All are welcome to attend and no experience is necessary. Ask the office for more details or join the Facebook Group:

<https://www.facebook.com/groups/silvertreecraftgroup/>

Class Volunteering

Assisting within the classroom has many benefits – parents gain valuable insight into their child's day at school, teachers develop a closer relationship with parents and, importantly, our children benefit both directly from the activities and from the joy of having their parent participate in their classroom. Parent involvement in the classroom will be guided by the teacher to be developmentally appropriate for the whole class and individual students.

Class volunteering typically occurs through the following ways - one off assistance, extended assistance or helping on excursions or camps.

One Off Assistance

Parents typically sign up to assist in an activity in the classroom. This may be for one or more occasions but is normally at a specified time slot. This form of assistance will normally occur in the child's classroom and may or may not include activities in which their own child participates. Examples include: providing arts/craft activity, building projects, kindergarten 'kitchen fairy', small group reading or other 'help' programs.

Extended Assistance

In this role, the volunteer works under the direction of the teacher and may work with single or small groups of students, usually on a timetabled basis for a set period of time. Work may be within the volunteer child's classroom or in a different year level class to their own child.

Excursions/Camps

From time-to-time parent assistance is sought for School excursions or camps. This may allow us to provide a 'richer experience' by running additional or smaller groups for activities. It may also allow the School to meet required ratios without employment of additional staff, thus keeping costs down. Please refer to our *Camps, Excursions and Incursions Policy*.

Whilst many parents want to attend excursions, the teacher will normally be clear that a volunteer is needed to provide a better experience for all students, not so that a parent can undertake an experience with their own child. This may result in a volunteer accompanying a group where their child needs extra supervision assistance or assisting with a 'different group' from their own child. The role of the volunteer may need to be different throughout the day. Selection of volunteers is based on many factors, including the nature and degree of difficulty of the activity and the experiences of the child. This is a decision made by the teacher and Education Coordinator.

Project Volunteers

There are a multitude of projects that parents and family members can participate in from assisting with the gardens and small building projects to being involved in planning and executing major events. These typically include parents either coordinating or working as part of a group on workshops, building projects or 'busy bees'. During these activities, children are often encouraged to attend and assist alongside their family members. Parents are expected to supervise their children at all times.

Any volunteer must be aware of normal work health and safety practices and wear suitable clothing or other safety equipment as determined by the job (e.g. enclosed shoes, eye and ear protection).

A coordinator must be nominated to take responsibility for overseeing the project and supervising the volunteer team. Before the workshop, project or Busy Bee commences, the coordinator should:

- maintain an attendance register for volunteers to sign in / register
- explain tasks and boundaries of the volunteers' roles and their participation on the day
- clarify emergency, health and safety procedures
- ensure parents understand their responsibility to supervise their children at all times

Appendix C – Volunteer Induction Checklist



**SILVER TREE
STEINER SCHOOL**

Volunteer Induction Checklist

This checklist is to be used for regular volunteers, including parent and non-parent volunteers, practicum students, workplace students at Silver Tree Steiner School coming to assist in classes on a regular basis or attending excursions and camps.

Induction Requirements	✓
Discuss the mission, vision, values and ethos of the School. Is the volunteer happy to support them?	<input type="checkbox"/>
Ensure volunteer has received, read and understands the following documents: <ul style="list-style-type: none"> • Visitors and Volunteers Policy • Child Safety Statement of Commitment 	<input type="checkbox"/>
Provide an overview of child safety and well-being policies including: Duty of Care, Child Protection, Anaphylaxis/Asthma, Behaviour Development.	<input type="checkbox"/>
Confirm volunteer fully understands the role and obligations, expectations and protocols (e.g. cooperation/collaboration, use of first name, dress code)	<input type="checkbox"/>
Discuss any special requirements of the volunteer (e.g. adjustments to the workplace to address any disability) and make necessary arrangements.	<input type="checkbox"/>
Consider provision of a mentor for the new volunteer to provide support. No/Yes	<input type="checkbox"/>
If needed, ensure volunteer is familiar with the school site and provide a physical orientation of the specific workplace	<input type="checkbox"/>
Discuss emergency procedures and emergency exits (i.e. Evacuation/Lockdown procedures).	<input type="checkbox"/>
Explain relevant procedures or logistics as requires, including: <ul style="list-style-type: none"> • Where to park and where to keep personal belongings • Communication methods to be used to keep the volunteer informed • Email protocols, use of School photocopier, telephones 	<input type="checkbox"/>
Identify key contacts and provide contact details as appropriate: First Aid Officer (Reception)	<input type="checkbox"/>
Ensure volunteer is aware of the collection and storage of their personal details by the School in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012). Our Privacy Policy is available on the School's website.	<input type="checkbox"/>
Confirm volunteer explicitly understands class/student and teacher confidentiality requirements and any delegated duty of care obligations, should it be accepted. Ensure Volunteer Declaration and Confidentiality Agreement has been signed and returned to Reception.	<input type="checkbox"/>
Inform staff (and students if necessary) of the volunteer's starting date and duties. Remind supervising teachers they must meet their duty of care by not leaving a volunteer to work unsupervised with students, i.e. without line of sight.	<input type="checkbox"/>

Name of Person Conducting Induction

Position in School

Name of Volunteer

Signature

Date of Induction

Appendix D – Volunteer Declaration and Confidentiality Agreement



Volunteer Declaration and Confidentiality Agreement

This form is to be used for volunteers at Silver Tree Steiner School coming to assist in classes on a regular basis or attending excursions and camps. This includes:

- Parents/carers or relatives of a child currently enrolled at STSS
- Former students or members of staff
- University students or students on work placements
- Members of the Board of Governors
- Community members who do not have children enrolled at STSS

The volunteer is to submit the completed form to the School prior to the commencement of any voluntary work in the School. All personal information provided on this form will be handled and stored in accordance with the School's *Privacy Policy*.

- I have read and understand the expectations outlined in the *Visitors and Volunteers Policy*.
- I have read and agree to uphold the School's *Child Safe Statement of Commitment*, supporting the safeguarding and promoting of the safety, welfare and wellbeing of all students.
- I will provide details of any injury, medical condition or medication that might impact on my duties as a volunteer to my supervisor prior to starting my new role. This information is for safety reasons.
- I understand the confidential nature of the role of working within a classroom or school environment, either onsite or offsite on an excursion or camp, and that it is not appropriate for me to discuss student progress or behaviour with anyone other than the Teacher-in-charge or Head of School.
- I understand that under certain circumstances I may be asked to assume a duty of care over students, but I have the right to refuse.
- I declare that I do not have any circumstances, reasons or convictions that might preclude my working with or near children and undertake to inform the School immediately should my circumstances change, or there arises any reason or conviction that may preclude my working with or near children.

Please tick **one** of the following statements:

- I am a parent of a student currently enrolled at Silver Tree Steiner School
- I am NOT a parent of a student currently enrolled at Silver Tree Steiner School and have provided my WWCC information to Reception.

Full name: _____

Address: _____

Phone: _____ Email: _____

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance, if considered necessary, to verify the information provided.

Signature: _____ Date: _____