

Schulz Avenue  
Whyalla Norrie SA 5608  
Principal: Dominica Thomson  
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# HINCKS AVENUE PRIMARY SCHOOL

## VOLUNTEER AGREEMENT

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Agreed upon by Leadership April 2018

### Philosophy

Volunteers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers' interests and abilities complement school programs and provide a wide range of interactions and experiences to support student engagement in school and learning.

### At Hincks Primary School (HAPS):

To support both volunteers and students a policy document *Volunteers working in Educational Sites and Settings* has been developed by Education & Childhood Development (ECD).

I understand it is an expectation that I have done the following in order to be a volunteer at HAPS:

- have DCSI clearance
- have completed a Volunteer Training Session at Hincks (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
- agree to wear the prescribed Volunteer identification
- provide character references if requested

### Volunteer responsibilities

- Respecting the rights of children means **volunteers must not:**
  - work unsupervised with students (without prior consent of site leader eg. after school coaching)
  - encourage affection from or dependency in students, eg. by giving presents
  - have intentional physical contact with students
  - display bullying or intimidating behaviours towards students
  - discriminate against race, religion, gender, age and disability
- Refer all student concerns or behaviour issues to the nominated school contact person

## **Cancellation of Agreement**

If any concerns arise, opportunities to remedy the area of concern will be initiated by school leadership. A volunteer's agreement can be cancelled at the Principal's discretion where a volunteer

- fails to follow requirements outlined in the volunteer policy and volunteer training
- behaves in a manner deemed inappropriate or improper towards students, parents or staff

## **VOLUNTEER AGREEMENT with Hincks Avenue Primary School (HAPS)**

As a volunteer I, \_\_\_\_\_:

- have participated in HAPS Volunteer training
- understand my duty of care to students and responsibilities to respond to abuse and neglect
- am aware of site occupational health safety & welfare procedures
- will discuss any concerns in relation to school matters with the appropriate staff member or a member of leadership. If the complaint or concern cannot be resolved locally then will agree to contact the Education Complaint Unit on 1800 677 435 or [DECD.EducationComplaint@sa.gov.au](mailto:DECD.EducationComplaint@sa.gov.au)
- will keep school related matters confidential and not approach parents or community members in relation to issues arising at the school
- understand that the Principal or delegate is responsible for communicating to the school community
- will abide by the terms and conditions detailed in the volunteer policy
- understand my services as a volunteer may be terminated if breaches of the above occur

### **VOLUNTEER**

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

### **SCHOOL PRINCIPAL (or delegate)**

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date** \_\_\_\_\_