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# HINCKS AVENUE PRIMARY SCHOOL

## VOLUNTEER POLICY

RATIFIED BY GOVERNING COUNCIL ON: 4TH APRIL 2018

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Volunteers working in schools:

At Hincks 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 DECD (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 small groups of children or in close proximity to children
- Acting as a coach or manager of sporting teams or sports day
- Working in resource centres, offices, canteens etc.
- Accepting a position on Governing Council or committees

All prospective volunteers therefore must provide written consent authorising DECD 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.
- Volunteer training sessions will be offered.
- From 2018 Term 2, 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 Hincks.

Expectations for Volunteers (new and existing) at Hincks:

- have DCSI clearance
- have completed a Volunteer training session
- sign a Volunteer agreement
- sign in at the front office prior to each Volunteer session
- agree to wear the prescribed Volunteer identification