



## Salisbury Heights Schools Volunteer Policy

Volunteers are an integral part of our school. Your participation in the work of the school is valued and greatly appreciated. Regular volunteers are required to have a Working with Children Check (WWCC) clearance as from July 1<sup>st</sup> 2019. This is the only clearance accepted by the Department for Education. Current non WWCC clearances will be accepted until they expire. If you are working with any child other than your own you are required to have a clearance.

It is the Department for Education policy that parents and guardians who volunteer to directly support their own child do not require a WWCC. This will mean many of our volunteers can help out sooner.

A WWCC is necessary for Governing Council members, parents and guardians who are volunteering at school camps and sleepovers, as well as those hosting billets and home stay students. Grandparents, Aunts, Uncles and other community members also need a clearance to volunteer in schools. As has always been the case, screening clearance is not needed to attend single events or activities at our school. These include concerts, fundraisers, swimming week, excursions or sports day. The school keeps a record of those volunteers who hold a WWCC and their expiry dates.

A volunteer's information pack is available from the Front Office which includes an application for clearance if required. A Working with Children Check is valid for a period of 5 years. The school pays the fee for this and there is no cost incurred by the volunteer. Volunteers also required to participate in a Volunteer Induction session online, RAN Training online, read the documents provided and sign an agreement form. The Volunteer Agreement form and a copy of your Volunteer Induction certificate and RAN Training certificate is to be returned to the Front Office.

We need to know who is in the school at any one time, especially in cases of emergency, so you will be required to "sign in" at the front office and "sign out" on your departure. Records of your work with students may also be kept to monitor their progress.