Visitor and Parental Volunteer Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools..

Table 1: Document Details

Policy Number	ES24
Related Policies	ES01: Child Safe Environments Policy and Procedures ES02: Risk Management Policy ES02A: Hazard Report Form ES02B: General Incident Report Form ES02C: Risk Management Checklist ES05: School Personnel Code of Conduct Policy ES06: Student Code of Conduct Policy ES08: Emergency and Critical Incident Policy and Procedures ES08A: Incident, Injury, Trauma, and Illness Form ES09: Supervision of Student Policy ES14: Working with Children Check Policy and Procedures ES16: Adult Students attending Community Language Schools Policy ES22: School Safety and Security Policy and Procedures ES23: Work Health and Safety Policy ES35: Behaviour Support Policy and Procedures ES36: Excursions and Incursions Policy and Procedures ES37: Medication, Accident and First Aid Policy ES38: Bullying and Harassment Policy and Procedures ES42: Student Personal Care Policy and Guidelines ES45: Hot Weather Policy ES46: SunSmart Policy
Version	2.1
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Volunteer; parental volunteer; induction; supervision of students; teacher accreditation course; Screening and Background Check; visitor name badge.
Status	Approved
Approved By	CLSSA Board *(Administrative updates approved by Executive Officer)*
Approval Date	July 2022
Review Date	December 2023
Notes	Administrative and content changes

Table 2: Revision Record

Date	Version	Revision Description
March 2017	1.0	New policy developed
30th June 2019	2.0	• Change the name of the Department of Child Protection to Department **for** Child Protection. Change the name of the Department of Education and Child Development to Department **for** Education; Department of Communities and Social Inclusion to Department of Human Services Addendums to Policy sections (Parental volunteers, Screening and Background checks; • Added a sample of a Visitor Badge and a Volunteer Badge in the policy • Separated Volunteer Worker Induction Checklist from policy and created **ES24A** • Sign in – Sign out Requirements; supervision of students; and visitors) to make reference to other policies. • Amend policy to make it generic by replacing individual school details with "Ethnic and Community Language Schools" • Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Changed Further Documentation to References and Other Documentation; Formatting of policy
18th January 2021	2.0	• Amend content in Table 3
December 2021	2.1	• Added policies in Related Policies (Table 1) • Addition of 'Types of Volunteers in an Ethnic and Community Language Schools' and changes in content pertaining to this • Changed 'Accreditation Course for Teachers in Ethnic Schools' to 'Foundation Course for Teachers in Ethnic Schools' and all changes in content pertaining to the changes in relation to the Foundation Course • Changed column title in Table 3 from 'Relevant Documents' to 'Relevant Policies and/or Forms' and added relevant policies numbers in the table • Reorganised the content in the policy • Changed **ES24A** from Volunteer Worker Induction Checklist' to 'Volunteer's Induction Checklist' • Added and amended content under 'General Introduction Criteria' in **ES24A**: Volunteer's Induction Checklist'
July 2022	2.1	• Administrative and content changes • Updated 'References and Other Documentation'

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Visitor and Parental Volunteer Policy

Introduction

Volunteers are an essential part of Community Language Schools programs and make a significant contribution to the school. Volunteers have a wide range of interests and skills that can complement school program. Community Language Schools welcomes people from the community to volunteer at the school. This policy outlines the procedures for volunteers to become familiar with the process and policies of the school and the expectations that Community Language Schools have of its volunteers.

Policy

It is mandatory for all new volunteers to attend an induction session prior to starting at a Community Language School to ensure they understand the schools' expectations and policies. Community Language Schools requires all volunteers to meet the requirements of Child Safe Environments and part of the requirement is for them to sign the **ES24A**: Parent/Student Volunteer Checklist. The policy is based on information from Volunteering Australia; Department for Child Protection; Department for Education and the Department of Human Services.

Definitions

Volunteer is any person who is willing to give time for the common good and without financial gain.

Parent Volunteer is a person who has a child attending a Community Language School and is willing to give time for the common good and without financial gain.

Screening and Background Checks

Students are a vulnerable group of people due to their age. The safety of children and young people is of paramount concern and to ensure the rights of children are respected, all volunteers who work/volunteer at a Community Language School must complete a Screening and Background Check undertaken through the Department of Human Services (DHS) before they begin work with a community language school. The Screening and Background Check is to be completed online https://screening.sa.gov.au

Community Language Schools will assist volunteers in completing a Screening and Background Check. Community Language Schools has developed a policy that outlines the procedures for Working with Children Check (WWCC). For further details please refer to **ES14:** Working with Children Policy and Procedures.

Types of Volunteers in Community Language Schools

Below are the responsibilities of the different groups of volunteers in community language schools.

Volunteering in Classroom (18 years old and above)

Volunteers who are interested in taking on a teaching or assistant teacher role in a community language school **must**:

- Obtain a WWCC through the Department of Human Services (formerly DCSI)
- Complete an induction before commencing work at a Community Language Schools
- Complete the Foundation Course for Teachers in Community Language Schools
- Ensure Safe Environment Training (former- Child Safe Environments) is current and up to date
- Adhere to the school personnel code of conduct (refer **ES05**)

A volunteer teacher must also:

- Refer all students concerns or behavioural issues to the supervising teacher or Principal
- Always maintain confidentiality
- Be appropriately dressed for their role
- Read and adhere to all school policies
- Not represent the school or otherwise behave in a way that would imply the volunteer is a representative of the School, without prior permission from the Principal, School Administrator or Management Committee.

Foundation Course for Teachers in Community Language Schools

Volunteers who want to take on a teaching role at a Community Language Schools must be accredited to teach in a language school within 12 months of commencing at the school. Community Language School SA provides a 10-week foundation course (10 session, 2.5 hours a session) to volunteers who want to teach in a Community Language Schools SA.

In addition to attending all sessions of the Foundation Course, the volunteers are required to observe a teacher teaching Language Other Than English (LOTE) or English as a Second Language (ESL) program at another Community Language School or School of Language. CLSSA will organise the observation visit for the volunteers. An Endorsement of Observation Visit and Observation Proforma must be returned to CLSSA.

Volunteers who are registered with The Teacher Registration Board of South Australia (TRB) are not required to attend the Foundation Course.

Parental Volunteers and other Volunteers from 14 years old and above

Community Language Schools welcomes parents, students (who are not enrolled in the community language school) and ex-students to volunteer at the school for activities. These volunteers **must** obtain a Working with Children Check (for further details please refer to **ES14: Working with Children Policy and Procedures**) if they wish to be involved with children and young people in assisting activities including but is not limited to:

- incursions and excursions
- fund raising
- assisting in a classroom, such as reading or small group work.

Parent and student volunteer must be always supervised by a school personnel and must:

- sign the volunteer register upon arrival and departure.
- always maintain confidentiality
- be appropriately dressed for their role
- follow and directions or instruction from the school principal or committee
- always wear a volunteer badge during their time in the language school

Parent and student volunteer should not:

- take on an active teaching role
- represent the school or otherwise behave in a way that would imply the volunteer is a representative of the school, without prior permission from the Principal, School Administrator or Management Committee
- administer first-aid unless they have attended first-aid training and have provided the language school a valid and current First-aid certificate.
- be unsupervised with children and young children unless they are accompanied by a school personnel or/and have attended a Safe Environment Training (former- Child Safe Environments)

Supervision of Students

In some circumstances, volunteers are expected to supervise students before and after school and during break times. Community Language Schools have a dedicated policy (**ES09:** Supervision of Students Policy) which outlines the procedures and types of supervision Community Language Schools employs to ensure the safety of all students.

Volunteer Induction

Community Language Schools procedures for general induction for volunteers (especially volunteer teachers) with the relevant policies are outlined in Table 3

Table 3: General induction information for volunteers

General Induction	Considerations for Volunteers	Relevant Policies and/or Forms
Code of Conduct	Aware of the expectations of the school including what the school constitutes as unacceptable behaviour for both school personnel and students	**ES05** School Personnel Code of Conduct Policy **ES06** Student Code of Conduct Policy
Hazard and Incident Reporting	Aware of the requirement to report all hazards/incidents to the school principal	**ES02** Risk Management Policy **ES08** Emergency and Critical Incident Policy and Procedures
First Aid and other Medical Requirements (incl Infection Control)	Know the location of the first aid kit	**ES37** Medication, Accident and First Aid Policy and Procedures **ES47** Immunisation and Infection Control Policy
Emergency Requirements	Contact details for emergency services, and principal Provided with a list of students with medical needs Provided with details on how to respond in an emergency	**ES07** Enrolment Policy and Procedures **ES08** Emergency and Critical Incident Policy and Procedures
Evacuation Procedures	Shown evacuation assembly area Shown evacuation plan Informed about evacuation procedures including warning signals used for an evacuation	**ES08** Emergency and Critical Incidence Policy and Procedures **ES08A** Incident, Injury, Trauma and Illness Form.
Location of amenities	Shown where the amenities are located	
Behaviour Management	Provided with school policy on how to respond to student behaviour Procedures for withdrawing a student from class	**ES15** Sexual Misconduct Policy and Guidelines **ES35** Behaviour Support Policy and Procedures **ES38** Bullying and Harassment Policy and Procedures **ES39** Cyber-safety Policy **ES41** Gender Identity Policy and Guidelines
Screening and Background Check	Completed check prior to starting at the school	**ES01** Child Safe Environments Policy **ES14** Working with Children Check Policy and Procedures **ES16** Adult Student attending Community Language Schools Policy **ES24** Visitor and Parental Volunteer Policy
Supervision of Students	Supervision of students all the time while on the premise; in the classroom and outside the classroom (i.e., before school, during break and after school) Supervision during excursion-incursion Supervision of students with special needs	**ES09** Supervision of Students Policy **ES22** School Safety and Security Policy and Procedures **ES36** Excursion and Incursion Policy and Procedures **ES40** Special Needs Policy **ES42** Student Personal Care Policy and Guidelines
Child Safe Environments Training	Attend 3.5 hours workshop provided by CLSSA	**ES01** Child Safe Environments Policy and Procedures
School Policies	Awareness of all school policies and procedures	**All school Policies**

Visitors

As part of Community Language School's teaching and learning program, there will be occasions when Guest Speakers, Musicians, Cultural Leaders, or other Special Guests visit the school. Any person who visits Community Language Schools must sign the visitor register. Visitors at all times must be accompanied by personnel from the school.

Visitors will be required to always wear a visitor badge during their visit. Name badges will be printed and made available to all visitors on arrival. A sample of the Visitor Badge and Volunteer Badges can be found at the end of this policy.

Sign in – Sign out requirements

All parent volunteer, non-teaching volunteers and visitors are required to sign the register upon arrival and when they leave the school. The register is a vital document that will assist the Principal or School Administrator to account for all people in the event of an evacuation, an emergency or critical incident.

References and Other Documentation

- Volunteering Australia – Definition of Volunteering - Definition of Volunteering - Volunteering Australia

- Government of South Australia Department of Human Services – Types of check for Child-related employment - Screening Unit - Child-related employment

- Australian Government: *Privacy Act 1988* - *Privacy Act 1988* (legislation.gov.au)

\<Insert school name and logo>	**Visitor**
Name:	
Date:	

\<Insert school name and logo>	**Volunteer**
Name:	
Date:	