

# EAST MARDEN PRIMARY VOLUNTEER APPLICATION PROCESS- STEPS TO JOIN THE SCHOOL AS A VOLUNTEER



## Volunteer application form – confidential

Name of site or service: EAST MARDEN PRIMARY SCHOOL

### Your personal details

Are you a parent or guardian of a child at this location? Yes  No

Given name:		Preferred name for name badge:	
Family name:		Date of birth:	
Home address:		Female / male / gender of choice:	
Postal address: Same as above <input type="checkbox"/>		Home phone:	
		Mobile:	
Email address:			
Emergency contact name:		Emergency contact phone:	
Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency? For example: diabetes, severe food allergy, asthma, epilepsy (If yes please give details below and discuss at your interview.)			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you need any special assistance because of a disability? (If yes please give details below and discuss at your interview.)			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

### Your volunteering, employment or study details

Tell us about something you've done recently	
<hr/>	
Name of organisation:	<hr/>
Organisation phone:	<hr/>

1 | Volunteer application form and declaration | 16 July 2019

# STEP 1 VOLUNTEER APPLIES

- Volunteer completes the department's application form which includes a declaration.



## STEP 2 INFORMAL INTERVIEW WITH VOLUNTEER

- The volunteers application form is reviewed (including the declaration and proof of ID).



### How can you connect with our community?

Your country of birth:	
Are you of Aboriginal and/or Torres Strait Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not stated <input type="checkbox"/>
Languages you speak other than English:	
Availability What days and times do you think you could volunteer?	
Tell us about yourself: List a few things that you can contribute to your role as a volunteer. For example, mentoring, gardening, swimming, administration, sport and so on.	

### Screening

Volunteering with us might mean that you need a working with children check.

You understand that if a working with children check is needed you will not be able to start volunteering until a clearance has been received. Yes  No

### Your personal referees

We will contact these people to find out a bit more about you. It's okay if it's someone at our school or centre who already knows you. We just need at least one person's details.

#### Referee 1

Name:	Email or phone:
How do you know this person?	
<input type="checkbox"/> friend	<input type="checkbox"/> relative
<input type="checkbox"/> employer	<input type="checkbox"/> volunteer coordinator
<input type="checkbox"/> other (please specify):	

#### Referee 2

Name:	Email or phone:
How do you know this person?	
<input type="checkbox"/> friend	<input type="checkbox"/> relative
<input type="checkbox"/> employer	<input type="checkbox"/> volunteer coordinator
<input type="checkbox"/> other (please specify):	

## STEP 3 REFEREE AND OTHER SUITABILITY CHECKS

- Volunteer Coordinator checks at least one reference.
- Volunteer Coordinator conducts other suitability checks if required.

### Volunteer declaration – confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, please talk to the education or early childhood service leader.

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.		
You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_ (day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentially according to the [State Records Act 1997](#) and the [Information Privacy Principles](#).

OFFICE USE ONLY: Site leader: Proof of ID sighted  File created, stored securely and confidentially

# STEP 4 WORKING WITH CHILDREN CHECK

- If a volunteer needs to have a working with children check (WWCC), they cannot start until it has cleared.
- To find out who needs a working with children check see [HERE](#):

# STEP 5

## RESPONDING TO RISKS OF HARM, ABUSE AND NEGLECT – EDUCATION AND CARE (RRHAN-EC) COURSE FOR VOLUNTEERS

### RRHAN-EC training for volunteers

Ongoing volunteers must do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC). You must keep your RRHAN-EC certificate current by updating your training every 3 years.

All volunteers in education do the same [fundamentals course](#).

Site leaders can help you with things like:

- setting up a Plink account
- accessing a computer
- troubleshoot any problems you have with the course.

Talk to your school about other delivery options if the online course is not the best option for you. Your site leader can contact us to find out more.

#### What you need before you start

- A current individual email address.
- A computer or device with an internet connection and a recent web browser, like Google Chrome or Firefox.

#### Register for a plink volunteer account

- Go to the website: [www.plink.sa.edu.au/pages/signup.jsf](http://www.plink.sa.edu.au/pages/signup.jsf)
- Fill in your details:
  - in the field “Select Account type” select Volunteer
  - enter your email address (this will be your plink username), choose a password.
- Select “I accept the Terms of use” and then Select “Create Account”.

#### Start the training

- Login to Plink and select the course Responding to Risk of Harm, Abuse and Neglect - Education and Care
- Select “Register” please allow 2 hours to complete

#### Certificate

Once you complete the training you will be issued with a certificate. The site leader will need a copy of this certificate. You can use the certificate at any education site in South Australia.

#### Technical support and other RRHAN-EC queries

Technical support for the course  
Department for Education schools  
Catholic Education SA schools  
Association of Independent Schools of SA

Contact your organisation's ICT helpdesk  
Email: [education.rrhanec@sa.gov.au](mailto:education.rrhanec@sa.gov.au)  
Email: [BRHANEC@cesa.catholic.edu.au](mailto:BRHANEC@cesa.catholic.edu.au)  
Email: [office@ais.sa.edu.au](mailto:office@ais.sa.edu.au)



- At EMPS it is compulsory for all volunteers to have done this training if they are volunteering more than once.
- The module is located on the DECD ‘Plink’ website and can be completed in about 45 minutes.

Volunteer role description – after school hours sport

### VOLUNTEER BASKETBALL GAME COACH OR TEAM MANAGER

#### Location

Last Marston Primary School  
43 James Street, Campbelltown, SA 5074

And,

The ARC Campbelltown  
531 Lower North East Road, Campbelltown, SA 5074

#### Start date (and end date if known)

1st January to 31st December 2020

#### Main duty

- Game Coach and/or Team Manager for an After School Basketball Team
- Encourage a positive learning atmosphere where the children develop fundamental skills, sportsmanship, responsibility and teamwork
- Regularly attend scheduled practices and games
- Attend parent/coaches meetings when requested
- Communicate game times and details to parents/carers weekly. (Team Manager)
- Be punctual for all practices and games or find a replacement that is acceptable by the Department of Education standards.
- Facilitate a safe environment for practice and games by examining the condition of playing fields and equipment each day. Inspect all sports grounds prior to each game for unexpected hazards. Notify the principal as soon as possible the next working day to report hazards on 853/6170
- Enforce all Department for Education policies and procedures.
- Call the principal to advise of any emergencies on 0437 804 237.

#### Aims of the role

- Demonstrate the fundamental skills to the children
- Promote skill development, responsibility, fair play, teamwork, sportsmanship, and enjoyment.
- Every child should be given the opportunity to play in every game, including playing in different positions on the field/court.

2 | Volunteer role description – example for after school hours sports



Government of South Australia  
Department for Education

# STEP 6 VOLUNTEER IS GIVEN A ROLE DESCRIPTION

- Volunteer is given a Role Description to provide some information as to what the job entails.
- If their role changes at any time, the school leader must make sure the volunteer is suited to and able to do the new duties.



## STEP 7

### ROLE SPECIFIC TRAINING IS GIVEN

- If the role requires specific training this will be provided by the volunteer's supervisor prior to the event.
- Volunteers can ask for a briefing prior to volunteering if they are uncertain what skills they will need for a particular event.



## When you start as a volunteer – inductions

All volunteers must now go to updates for [RRRIAN I.C. training](#). You must do this if:

- your certificate has no expiry date, or
- you have no certificate.

If you want to volunteer at one of our schools, preschools or children's centres, you need to [contact the site you want to help](#)

### Online general induction

As a way to get ready to volunteer with us, you can do an [online induction](#). It will cover:

- our organisation
- our policies
- your work health and safety responsibilities
- other information for volunteers.

### First-time sign-up

To sign up for the course, go to [www.plink.sa.edu.au/pages/signup\\_of](http://www.plink.sa.edu.au/pages/signup_of) to register your details, and away you go.

### Returning to the online induction

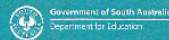
If you've already signed up for the course and want to re-visit it, just go to [www.plink.sa.edu.au/pages/login\\_of](http://www.plink.sa.edu.au/pages/login_of) and log back in with your new plink username.

### Site induction

When you start, you'll meet some of the children, teachers, staff and other volunteers. This induction might include:

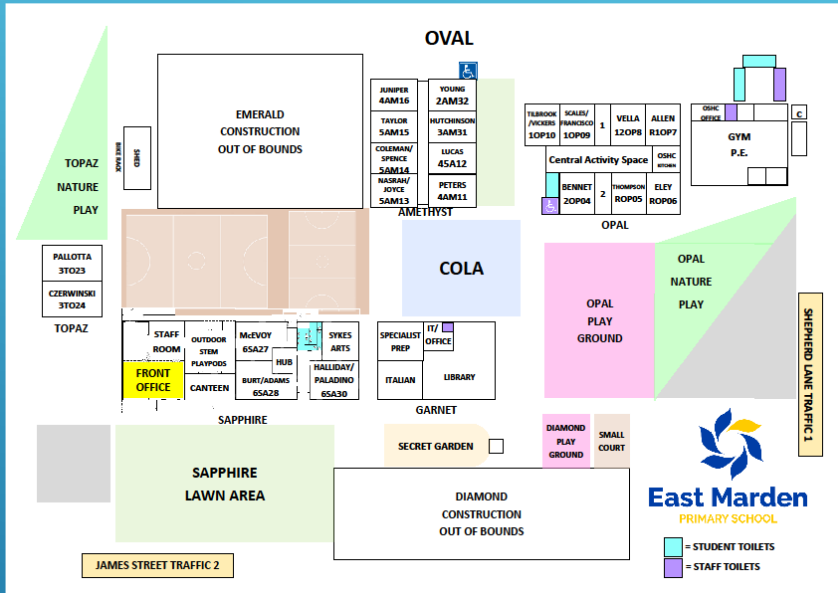
- how to sign in
- where to make a cup of coffee or tea
- what to do in an emergency
- where to find the adult toilets
- start and finish times.

<https://www.education.sa.gov.au/working-with-volunteers/what-volunteers-need-to-know/when-you-start-your-induction>  
Page last updated: 30 Jun 2021



# STEP 8 (PART 1) GENERAL INDUCTION IS DONE

- There are two General Inductions that must be completed;
- First, is an online session on the PLINK website covering Work Health & Safety from an Education Department perspective. Please see the school if you can not access this information
- Second, is a Site Induction which informs the volunteer about EMPS's routines, layout and WHS factors.



## STEP 8 (PART 2) SITE-SPECIFIC INDUCTION, INCLUDING WORK HEALTH AND SAFETY

- East Marden Primary School induction which every volunteer must complete. This is available to be read on the school website or can be completed face to face.
- The induction covers topics such as; an orientation to the school site, administrative information, communication procedures and processes, Work Health and Safety, understanding roles, responsibilities and expectations.
- This is completed after RAN-EC training and 'Working With Children Checks' have been completed.
- When the volunteer has read the site specific PowerPoint on the school website they are requested to email the Volunteer Coordinator on [dl.1043.admin@schools.sa.edu](mailto:dl.1043.admin@schools.sa.edu) to register their completion.

## Volunteer agreement

This volunteer agreement grants permission to \_\_\_\_\_ (name of volunteer)

to volunteer at EAST MARDEN PRIMARY SCHOOL (name of centre/preschool/school).

### Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
  - know about Department for Education screening and suitability requirements
  - are aware of work health and safety
  - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name: JULIE JAMES signature date \_\_\_\_\_ (day/month/year)

### Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
  - following the Responding to Abuse and Neglect – Education and Care requirements
  - immediately reporting to a site leader any concerns I have about a child or young person
  - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature \_\_\_\_\_ date \_\_\_\_\_ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.

# VOLUNTEER AGREEMENT IS SIGNED

- The volunteer signs a declaration that they will follow the guidelines as set out in the Volunteer Agreement.
- The site leader signs the agreement to indicate that they will also meet their obligations to support the volunteer.
- Once the volunteer agreement is signed, this person is endorsed for volunteering.



## VOLUNTEER'S DETAILS ARE RECORDED

- The volunteer's details are recorded in EDSAS (Education Department data base) or in a site-specific spreadsheet/database if no EDSAS.
- All documents are kept securely on file for the specific volunteer.



**East Marden  
Primary School**



**East Marden**  
PRIMARY SCHOOL

RESPECT, CREATIVITY,  
KINDNESS AND PERSEVERANCE

## VOLUNTEER STARTS AT EAST MARDEN PRIMARY SCHOOL

- When the volunteer has completed all the necessary steps they are cleared to start volunteering.
- Thank you and welcome to East Marden Primary School.