



M A G I L L
S C H O O L

VOLUNTEER INFORMATION POLICY

Volunteers are an integral part of Magill School. The participation of volunteers in the work of the school is greatly appreciated and valued.

Sexual and racist harassment and bullying

Under the equal opportunity Act 1984 it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment. Members of the leadership team will investigate any reports of sexual or racist harassment or bullying. Harassment and bullying consists of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put-down jokes, attacks on property, exclusion and physical violence.

Duty of care to students

We expect students to treat volunteers with respect and courtesy at all times. If students behave inappropriately inform the class teacher. Volunteers should never be alone with an individual student and should avoid physical contact unless there is a genuine emergency.

Confidentiality and privacy

Any personal information (including names, addresses, and telephone numbers) about students, staff and other volunteers must not be shared, unless it is required by law eg reporting alleged child abuse.

Reimbursement of out-of-pocket expenses

School staff will provide you with information about the type of out-of-pocket expenses that you will be reimbursed for and the procedure for requesting reimbursement. Through the normal course of volunteering you will not be expected to purchase resources.

Mandatory notification of child abuse

Under the Child Protection Act, 1993, volunteers are obliged by law to notify Families SA if you suspect that a child (under the age of 18) has been abused or neglected. All volunteers are expected to have completed RAN (Responding to Abuse and Neglect) training before working with students.

Complaints procedure

The school grievance policy and procedures will be made available to all volunteers. All grievances will be managed in a fair and respectful way.

Signing in and out

All sites are responsible for maintaining accurate records of when volunteers are working. When volunteers arrive and leave the school they are expected to sign-in and sign-out at the front office. Volunteer badges are also available beside the attendance book.

Work Health and Safety

The school is responsible for providing a safe working environment. Volunteers are expected to take reasonable responsibility for their own health and safety, avoiding the possibility of an accident or injury while you are at school. There is an expectation that volunteers familiarise themselves with evacuation procedures and report all injuries and accidents that occur while on the school site.

Criminal History Screening

All volunteers require a Criminal History Screening check if you are member of Governing Council, hosting Homestay students, attending overnight camps or school sleepovers or a sports coach / manager.