

Child Safety Induction Pack for Volunteers



Help for non-English speakers

If you need help to understand this policy, please contact Rochellee Plumb (Principal). Non-English speakers can also access [Google translate](#) at the bottom of the school's web page.

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Murrumbeena Primary School volunteers are familiar with our policies and procedures relating to **child safety** and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures listed below which are located on our school website before commencing any work where children are likely to be present.

Key messages

- Murrumbeena Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something does not feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal. If this would not be appropriate in the circumstances, you can contact the South- Eastern Victoria Regional Office of the Department of Education and Training on 1300 338 738.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. These can be found on our school website (wellbeing tab: Child Safety Standards) or click on the hyperlinks to access each document, or locate them on the school website. Alternatively

- [Volunteers Policy](#)
- [Child Safety Policy](#)
- [Child Safety Code of Conduct](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Volunteers and School Council members are also required to have annual Child Safe training:

- [Child Safe Standards training for volunteers](#)
- [Child Safe Standards training for School Council members](#)

VOLUNTEER GUIDELINES AND CONFIDENTIALITY AGREEMENT

Volunteer helpers are always welcome at Murrumbeena Primary School. We continue to work hard to reflect the school's aims of establishing strong relationships between the community, home and school, and involving volunteer helpers fully and actively in student learning and in the life of our school.

The safety of all students is paramount and the volunteer guidelines and confidentiality declaration have been put in place to protect their wellbeing.

Murrumbeena Primary School recognises that volunteer helpers have a wide variety of experiences and skills which can support our curriculum programs. We encourage volunteers to support our learning programs under the close guidance and direction of the teacher in charge. Any support offered, as long as it is pre-arranged with the teacher/ staff member, is welcomed and valued in helping to support the education of the students in our care.

If you would like to be a volunteer, we request that you follow these guidelines to ensure a successful experience for all.

Please:

- sign in at the front office prior to the commencement of your volunteer work, sign out once completed.
- If a student discloses something of concern, please report this to the teacher.
- If you have formed an opinion a child may be at risk of child abuse, please report this to the teacher or assistant principal or principal.
- avoid comparing students and their work/ability
- do not text or approach a parent of a student after assisting with a curriculum program or event
- give all students equal time and attention where possible
- encourage students to be independent - we expect students to try themselves before we help them (at kitchen/ garden classes, your role is primarily to oversee safety.
- be aware that you may not always be working with your own child.
- do not lift, carry or move a student in any way.
- inform the teacher in charge if you are unavailable (or cancel through volunteer sign up, with enough time for staff to make adjustments).
- make alternative arrangements for younger children to ensure student learning is maximised without distractions
- do not post any comments about the school or photos of students on social media (Facebook, Twitter, Instagram etc.)
- always leave your phone in your bag on silent.
- do not take photos of any student or the learning environment without permission.
- follow the teachers' instructions and planned activities at all times.
- wear appropriate, practical smart-casual clothing and shoes.
- do not share food with any of the students (only share the prepared SAKG foods).
- do not administer any medicine to any student at any time.
- use appropriate language at all times, offensive language or actions are not permitted.
- show respect to all staff, students and parents and other school community members within the school.

Please note a volunteer worker refers to any of the following: parent, carer, family member, pre-service teacher, work experience student, community volunteer.

**MURRUMBEENA PRIMARY SCHOOL VOLUNTEER GUIDELINES
AND CONFIDENTIALITY AGREEMENT**

When undertaking the various roles or jobs at the school, we ask you to be aware of the following guidelines regarding confidentiality.

- All student's classroom work, records, results, behaviour, special needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom. Discussing students with other parents and community members is not permitted at any time.

- Events and serious incidents do occur from time to time in a school. The circumstances of these situations and the actions taken by the school are best explained to the parents and the community by the school administration.
If you are concerned by what you see or hear in the school, we appreciate you discussing this with the staff member you are working with and/or the Principal. False or misguided information can seriously affect a school's reputation, and more importantly the incorrect perception of an individual student, and it is important that the school handles incidents in a considered and careful manner.
You are not permitted to discuss any events or serious incidents outside of the classroom and social media is not to be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.

- You may be informed by a student or have access to information about a student's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the school.

- If you feel the information you receive has the potential to place a student at risk, you have an obligation to discuss the matter with the teacher and/or Principal.

Please sign and return the form below to the office, to acknowledge that you have read and understood the volunteer guidelines.

You will not be permitted to volunteer in school programs until you have signed this form, the Code of Conduct and presented your Working with Children Check (W/WCC) to the school office.

**MURRUMBEENA PRIMARY SCHOOL VOLUNTEER GUIDELINES AND
CONFIDENTIALITY FORM**

I _____ have read the school's guidelines (above) for volunteer helpers and understand the need for confidentiality when working with students within the school. I will always adhere to the guidelines and understand my responsibilities within my role.

Volunteer signature _____

Date _____ Child's Name: _____

Child's name _____ Child's name _____