Volunteers
Volunteer Policy

At St Joseph’s Preschool Hindmarsh, we believe that volunteers make a significant contribution to our community by giving their time and sharing their skills and interests with the children and staff. While the welfare of the children is our highest priority, we also want to ensure volunteer involvement is a rewarding experience.

Volunteers and students on placement will not be counted in the educator to child ratio. They will be allocated tasks to support other educators. Volunteers are mandated notifiers and will need to have knowledge of WHS, Duty of Care, and the service’s policies, particularly the policies that address interactions with children, supervision, confidentiality and training and development.

Volunteers will be required to:

- Have a current criminal history screening, including a Catholic police clearance, and submit to the system’s screening procedures.
- Attend an induction to St Joseph’s School and Preschool and the tasks allocated.
- Report to the Certified Supervisor at the beginning of each session.
- Volunteers are required to sign in and out for each session they attend.

Students on practicum placements, will be required to:

- Have a current criminal history screening, including a Catholic police clearance and submit to the system'
- The time they spend in the service will be defined by their course supervisor
- Where required a report will be completed at the end of the practicum
- Where possible, tasks will be allocated to students and they will be given some evaluative comments when a task is completed.

At any time if volunteers or students have questions or issues of concern they must talk to a staff member or the Principal.

A range of policies and documents about Preschool are available on request.

Volunteers must

- Work with and supervise children in a safe and caring manner.
- Refer child concerns or behaviour issues to a staff member.
- Refer any requests for child information to a staff member.
- Sign in and out and wear a volunteer badge
- Act as a positive role model—language and topics of conversation must be above reproach.
Volunteers must not

- Work alone in a secluded or locked area with a child
- Assist with the toileting of a child
- Smoke on the premises

All Volunteers must be inducted to site, including the completion of volunteer induction and training (Please refer to Appendix I, ii and iii)

Principal

Philip Schultz

Appendices:

Appendix I – link to Volunteer induction module:


Appendix ii – Protective Practices for staff in their interactions with children – please see website for access to this document

Appendix iii – WHS Powerpoint – available upon application for status as a volunteer.