

Becoming a Registered Volunteer

The College values the support of so many who contribute their time, energy and expertise to the College community and thereby extend the opportunities for our students.

As a registered volunteer, you may not need to know the day to day routines of the school, but it is important that you understand what we expect of each other and of our students and what we strive to be as a school community.

At St Martins we strive to enhance the personal growth and well-being of everyone, spiritually and socially. This growth will best occur in a school climate which fosters the growth of positive self-esteem. The participation of the whole school community, of which registered volunteers are such an important part, is critical to the success of this endeavour.

A registered volunteer is any person who provides an unpaid service to the College. Registered volunteers may be involved activities such as:

- Classroom support
- Parents and Friends Committee
- Camps
- Excursions
- Extracurricular activities
- Canteen
- Library & administrative support
- Special events or fundraising
- Sharing an area of skill or interest with a class during lesson time

St Martins values and encourages the active participation of a range of people from within the school community in the life of the College. We believe that volunteers can make a significant contribution to the College community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students.

As a registered volunteer you will be asked to provide the following:

- A completed application form
- ** Working with Children's Check
- ** Responding to Risks of Harm, Abuse and Neglect training
- Food Safety certification (*where applicable*)
- Child safety or other applicable training provided by the College

**** Please note: you cannot commence volunteering without a current WWCC and RRHAN training. Information on how to apply can be found on the application form. ****

Registered volunteers are expected to review and become familiar with all relevant organisational policies and guidelines, including (but not limited to) those relating to child safety, appropriate conduct, workplace health and safety, privacy, and any other policies that may be applicable. College Policies

can be found on our website (www.stmartins.sa.edu.au) or may be provided upon request.

RIGHTS AND RESPONSIBILITIES

The volunteer's most important responsibility relates to their duty of care to young people. While our students are emerging adults, they are nevertheless still vulnerable due to their lack of experience. This duty of care encompasses not only appropriate relationships with the students but adherence to child protection guidelines.

A volunteer has a right to:

- Be treated with respect and to receive appropriate recognition (where necessary and appropriate).
- Be provided with an induction and orientation.
- Be consulted in decision making appropriate to their role.
- Be treated as an equal co-worker.
- Effective supervision.

Volunteers are required to:

- Comply with sign in/out requirements when volunteering at the school.
- Carry out tasks in a manner consistent with College expectations, including the maintenance of a professional, cooperative and confidential working environment.
- Carry out tasks within their assigned role and refrain from undertaking duties beyond their level of skill or competence.
- Cooperate with policies, procedures and instructions given by the College.
- Refer all student concerns or behavioural issues to the relevant staff member.
- Notify the College as early as possible if they are unable to fulfill their volunteer commitment.

Volunteers must not:

- Be involved in toileting students, other than your own child.
- Assist in changing rooms or sick rooms without another staff member or registered volunteer present.
- Encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms).

If you are interested in becoming a volunteer at St Martins Lutheran College, please complete the attached application form and provide evidence of required certification or training. This information can be dropped at the front office or sent through to hr@stmartins.sa.edu.au.

Once all checks are completed and approved, a letter of agreement and registered volunteer handbook will be forwarded to you.

If you have any questions regarding this process please do not hesitate to contact the HR department on 8725 1430 or email hr@stmartins.sa.edu.au or office@stmartins.sa.edu.au. We look forward to seeing you in the future.

Kind regards

Tina Meier
HR & WHS Assistant