



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Visitor and Parental Volunteer Policy May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES24
Related Policies	Risk Management Emergency and Critical Incidence Medication, Accident and First Aid Policy Supervision of Student Policy Child Safe Environments Compliance Statement Excursions and Incursions Policy School Safety and Security Policy Occupational Health and Safety Policy Teacher Code of Conduct Student Code of Conduct
Version	1
Created By	Policy Officer: Kate Quane
Reviewed By	Executive Officer: Darryl Buchanan
Applies to	Ethnic Schools South Australia
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Approved By Executive	ESASA Executive Committee
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Table 2: Revision Record

Date	Version	Revision Description
March 2017	1	New policy developed



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Introduction

Volunteers are an essential part of Hungarian Community School, Adelaide Inc. teaching program and make a significant contribution to the school. Volunteers have a wide range of interests and skills that can complement Hungarian Community School, Adelaide Inc. program. Hungarian Community School, Adelaide Inc. welcomes people from the community to volunteer at the school. This policy outlines the procedures for volunteers to become familiar with the process and policies of the school and the expectations that Hungarian Community School, Adelaide Inc. has of its volunteers.

Policy

It is mandatory for all new volunteers to attend an induction session prior to starting at Hungarian Community School, Adelaide Inc. to ensure they understanding the schools' expectations and policies. Hungarian Community School, Adelaide Inc. requires all volunteers to meet the requirements of Child Safe Environments. The policy is based on information from Volunteering Australia, Department of Child Protection, Department of Education and Child Development and the Department of Communities and Social Inclusion.

Definitions

Volunteer is any person who is willing to give time for the common good and without financial gain.

Parent Volunteer is a person who has a child attending at Hungarian Community School, Adelaide Inc. and is willing to give time for the common good and with financial gain.

Responsibilities of Volunteers

Students are a vulnerable group of people due to their age. The safety of children and young people is of paramount concern and to ensure the rights of children are respected, volunteers must:

- Undertake Screening and Background Check through the Department of Communities and Social Inclusion (DCSI)
- Complete an induction before commencing work at Hungarian Community School, Adelaide Inc.
- Complete the Accreditation Course for Teachers in Ethnic Schools
- Ensure first-aid training is current and up-to-date
- Ensure Child Safe Environments – Responding to Abuse and Neglect training is current and up-to-date
- Adhere to the teacher code of conduct
- Complete a teacher profile form or non-teacher profile form each year and return to the Ethnic School Association of South Australia (ESASA)
- Sign the register upon arrival and departure
- Refer all students concerns or behavioural issues to the supervising teacher or Principal
- Maintain confidentiality at all times
- Be appropriately dressed for their role
- Read and adhere to all school policies



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- Not represent the school or otherwise behave in a way that would imply the volunteer is a representative of the School, without prior permission from the Principal, or Management Committee.

Accreditation Course for Teachers in Ethnic Schools

Volunteers who want to take on a teaching role at Hungarian Community School, Adelaide Inc. must be accredited to teach in an Ethnic School within 12 months of commencing at the school. The Ethnic Schools Association provides a 24 hour accreditation course (spread over 4 or 6 days) to people who want to teach in an Ethnic School in South Australia. In addition to attending all sessions of the Accreditation Course, teachers are required to visit a mainstream school for a half day to observe a Language Other Than English (LOTE) or English as a Second Language (ESL) program. Teachers are responsible for organising their own observation visit. An observation report must be returned to ESASA.

Volunteers who are registered with The Teacher Registration Board of South Australia are not required to attend the Ethnic Schools Accreditation Course.

Parental Volunteers

Hungarian Community School, Adelaide Inc. welcomes parents to volunteer at the school for particular activities. Parent volunteers must be supervised at all times by another adult that is not a parental volunteer. Hungarian Community School, Adelaide Inc. will accept parental volunteers for the following activities:

- Excursions
- Incursions
- Fund raising
- Assisting in a classroom that their child is in, such as reading or small group work.

Parental volunteers are required to sign the visitors register upon arrival and departure. Parental volunteers are not permitted to take on a teaching role unless they complete the Accreditation Course for Teachers in Ethnic Schools.

Responsibilities of Parental Volunteers:

Parental Volunteers must:

- Sign the volunteer register upon arrival and departure
- Maintain confidentiality at all times
- Be appropriately dressed for their role
- Follow and directions or instruction from the school Principal or Committee

Screening and Background Checks

All volunteers who work at Hungarian Community School, Adelaide Inc. must complete a Screening and Background Check undertaken through the Department for Communities and Social Inclusion (DCSI) before they begin work with your school. The Screening and Background Check is to be completed online <https://screening.dcsi.sa.gov.au/>. Hungarian Community School, Adelaide Inc. will assist volunteers in completing a Screening and Background Check.



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Sign in - Sign out requirements

All volunteers and visitors are required to sign the register located at the sign-in desk upon arrival and when they leave the school. The register is a vital document that will assist the Principal or Supervisor to account for all people in the event of an evacuation, an emergency or critical incident.

Supervision of Students

Hungarian Community School, Adelaide Inc. does expect volunteers to supervise students during break times. Hungarian Community School, Adelaide Inc. has a **Supervision of Students Policy** which outlines the procedures and types of supervision that Hungarian Community School, Adelaide Inc. employs to ensure the safety of all students.

Volunteer Induction

The table below outlines Hungarian Community School, Adelaide Inc. procedures for general induction for volunteers.

General Induction	Considerations for Volunteers	Relevant Documents
Code of Conduct	Aware of the expectations of the school including what the school constitutes as unacceptable behaviour	Teacher Code of Conduct Policy
Hazard and Incident Reporting	Aware of the requirement to report all hazards/incidents to the School Principal	Emergency and Critical Incidence Policy
First Aid Requirements	know the location of the first aid kit	Medical and First Aid Policy
Emergency Requirements	Contact details for emergency services, and Principal Provided with a list of students with medical needs Provided with details on how to respond in an emergency	Emergency and Critical Incidence Policy
Evacuation Procedures	Shown evacuation assembly area Shown evacuation plan Informed about evacuation procedures including warning signals used for an evacuation	Emergency and Critical Incidence Form
Location of amenities	Shown where the amenities are located	
Behaviour Management	Provided with school policy on how to respond to inappropriate	Behaviour Management Policy



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	behaviour Procedures for withdrawing a student from class	Cyber-safety Policy Anti-bullying Policy
Screening and Background Check	Completed check prior to starting at the school	Child Safe Environments Compliance Statement
Child Safe Environments Training	Attend 3.5 hour workshop provided by ESASA	Child Safe Environments Compliance Statement

Visitors

As part of Hungarian Community School, Adelaide Inc.'s teaching and learning program, there will be occasions when Guest Speakers, Musicians, Cultural Leaders or other Special Guests visit the school. Any person who visits Hungarian Community School, Adelaide Inc. must sign the visitor register. Visitors at all times must be accompanied by a staff member of the school.

Further Documentation

Volunteering Australia – Definition of Volunteering

<https://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>

Government of South Australia: Department of Communities and Social Inclusion (July 2015); Fact Sheet – DCSI Screening Unit: Child Related Employment Screening

<http://www.dcsi.sa.gov.au/documents/screening/factsheets/Fact-Sheet-Child-related-employment-screening-15.7.15-A13577899.pdf>

Children's Protection Act 1993:

<https://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993/CURRENT/1993.93.UN.PDF>

Children's Protection Regulations 2010:

<https://legislation.sa.gov.au/LZ/C/R/CHILDRENS%20PROTECTION%20REGULATIONS%202010/CURRENT/2010.176.UN.PDF>

Australian Government: Privacy Act 1988:

<https://www.legislation.gov.au/Details/C2016C00979>



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Volunteer Worker Induction Checklist

All new volunteers at Hungarian Community School, Adelaide Inc. are required to sign the Volunteer Worker Induction Checklist.

Hungarian Community School, Adelaide Inc.	
<insert description of role>	
Name:	
<insert date>	
General Induction	Provided
Code of Conduct	<input type="checkbox"/>
Contact details of Principal and/or Safety Officer	<input type="checkbox"/>
Introduction to First Aid Officers	<input type="checkbox"/>
Location of First Aid Kit	<input type="checkbox"/>
Provided a list of students with medical needs	<input type="checkbox"/>
Hazard Incident Report	<input type="checkbox"/>
Shown evacuation assembly area	<input type="checkbox"/>
Provided with evacuation plan	<input type="checkbox"/>
Informed about evacuation procedures and signals used	<input type="checkbox"/>
Shown where amenities are located	<input type="checkbox"/>
Informed about behaviour management procedures	<input type="checkbox"/>

Volunteer's Name: _____ Principal's Name: _____

Signature: _____ Signature: _____



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Visitor Register

All visitors must complete the register and sign when leaving the premise of Hungarian Community School, Adelaide Inc.

Date	Name Of Visitor	Reason For Visiting	Time of Arrival	Time of Departure	Signature

