

Volunteer policy

This is a mandated policy under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#)

Overview

This information applies to all volunteers working in department educational programs, government children's centres, preschools and schools (including out of school hours care and vacation care services).

Scope

This policy applies to volunteers working in the department, including those who volunteer online (for example e-mentors in schools). These include:

- volunteers in children's centres, play centres, child parent centres, childcare centres, occasional care and learning centres
- volunteers in preschools and schools, including out of school hours care and vacation care services
- parent volunteers whose volunteering directly involves their own child
- volunteers from third-party provider organisations.

This policy applies to education and early childhood leaders and third-



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Detail

Volunteers in department education and early childhood services and settings help to achieve South Australian government objectives. The [Volunteering Strategy for South Australia](#) is a cross-sector volunteer agreement supporting the development of volunteerism, as well as working to maintain a high volunteering participation rate in South Australia.

Benefits of volunteering

Volunteers play an integral part in supporting the work of the department and enriching the lives of children and young people in public education and child development.

Benefits of volunteers include that they:

- provide education and early childhood services with a broader resource base from which to draw positive opportunities for children and young people

Recruitment and screening

Education and early childhood leaders must make sure volunteers:

are recruited using an open and planned approach to attract volunteers with relevant interests, knowledge, skills or attributes, as required by the education and early childhood service

are selected based on interest, knowledge and skills or attributes relevant to the role are not discriminated against and that there is equal opportunity for all

are given relevant information about the education and early childhood service, their role and the recruitment and selection process

meet screening and suitability requirements as per the department's [screening and suitability – child safety policy \(PDF 217KB\)](#) and [screening and suitability – child safety procedure \(PDF 197KB\)](#) (refer to the [about working with children checks](#) webpage and the [employee and volunteer working with children check – information for leaders and managers](#) (staff login required) webpage for more information about screening)

are advised that if their relevant history changes after their appointment – for example if they are charged or convicted of an offence relevant to risk of harm to children – they let the education and early childhood leader know immediately.

Preparation and training

Education and early childhood leaders must make sure volunteers:

meet expected requirements as per the department's [safeguarding children and young people policy \(PDF 246KB\)](#) which includes being provided with the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) for volunteers as a condition of volunteering (see [organising RRHAN-EC for volunteers](#) (staff login required))

are given the name of the

Volunteers must observe work health and safety requirements and do any training necessary to make sure they will not put their own or anyone else's safety at risk. The principles and practices in the [Work Health and Safety Act 2012](#) are applicable to volunteers.

Management

Education and early childhood leaders must make sure volunteers:

engaged with a particular education and early childhood service from the perspective of child safety.

third-party provider

People or organisations engaged by an education and early childhood service. See definition of third-party provider volunteers below.

volunteer

A suitable individual who has been accepted to willingly engage, share their skills and experiences, without payment (other than reimbursement of approved out-of-pocket expenses). They provide regular or irregular ongoing assistance in an education and early childhood setting. This might involve direct or indirect contact with children and young people or with their records.

Volunteers work in a position designated by the education and early childhood leader as a volunteer position. They could be a:

[Governing councils](#)

[Managing volunteers](#) (staff login required)

[National standards for volunteer involvement](#)

Organising RRHAN-EC for volunteers

[Guideline of the Commissioner for Public Sector Employment: Volunteers](#)

[ICT cyber security standard \(PDF 490KB\)](#)

[Information and records management policy \(PDF 139KB\)](#)

[Out of school hours care \(OSHC\) policy \(PDF 187KB\)](#)

[Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education or care settings \(PDF 3.2MB\)](#)

[Safeguarding children and young people policy \(PDF 246KB\)](#)

[Screening and suitability – child safety policy \(PDF 217KB\)](#)

[Screening and suitability – child safety procedure \(PDF 197KB\)](#)

[Volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required)

[Work health and safety policy](#) (staff login required)

Record history

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Policy Officer: Senior Policy and Project Officer – Volunteers

Policy sponsor: D

Amendment(s): Updated hyperlinks and added links to further information about working with children checks, child safe environments and the employee mental health and wellbeing procedure.

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Approved by: Director, Engagement and Wellbeing

Approved date: 30 September 2022

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reflected in new volunteer procedure.

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Approved by: Senior Executive Group

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