

# KEITHCOT FARM PRIMARY SCHOOL

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Principal: John Iannunzio

## Child Related Volunteer Screening Policy

This policy is relevant for all staff and volunteers at Keithcot Farm School. It is based on the imperative of keeping the students in our care safe and ensuring that those who have some measure of responsibility for the health and welfare of our students are appropriately screened and monitored.

- 1) Teachers have ultimate responsibility for the health and welfare of students at school. Teachers must not accept the support or help of any volunteer or parent where they have some concern about the behaviour of that volunteer. This may include issues around confidentiality, appropriate behaviour around children, concerns about substance abuse or violence. (refer to 'Choose suitable Employees and Volunteers' DECD)
- 2) The school keeps appropriate records of adults who have been checked through the Child Related Employment Screening process and cleared for work with children. Staff need to check with Deb Whittington where they wish to use volunteers. An up to date list is also available on the staff Notebook. This should be done well prior to any school activity or event and before accepting any offers of help.
- 3) Police checks may take several weeks.
- 4) Parents supporting class activities in the first minutes of the morning or at the end of the day on a regular or rostered basis need to be cleared through the C.R.E.S. process. Parents who are providing support during the day need to sign in at the front office for OHSW reasons.
- 5) **As a guide**, the following can be used to check whether a volunteer needs to have been police checked. If in doubt, please check with the Principal.

Police Check Required	Police Check Not Required but Teacher Discretion Required.
<ul style="list-style-type: none"><li>• All persons over 18 years in a home stay situation.</li><li>• Transporting students <b>NOT</b> in the company of their own child</li><li>• Parents/Volunteer helpers attending an event or excursion where they may be supervising a group of students out of sight of the teacher. (School Requirement)</li><li>• Parents/volunteers who are working with children on a regular basis, but not including their own child.</li><li>• Working in resource centres, offices or managing canteens</li><li>• Official positions including membership of Governing Council and Uniform Shop volunteers.</li><li>• Acting as a coach or manager of school teams where their own child is not part of the team.</li></ul>	<ul style="list-style-type: none"><li>• Transporting students in the company of their own child</li><li>• Parents attending a one off <b>excursion</b> where parents are not supervising a group of students.</li><li>• Parents/volunteers attending one-off school events e.g. working bees, sports days and fund raising activities.</li><li>• Casual visitors supporting one off events such as morning talks or special days.</li><li>• Coaching their child's sports team</li></ul>

# RESPONSE TO ABUSE AND NEGLECT

## Responding to Abuse and Neglect - education and care (RAN-EC) online induction training for volunteers

Volunteers are now able to complete their RAN training online.

In this session you will learn about your obligations as a mandated notifier and the circumstances that could make children and young people vulnerable to harm. It also has information about protective practices.

You must use the RAN-EC volunteer's handbook with this session. You are able to collect this handbook from the front office.

It will take you about 60-90 minutes to do. You can pause the training and come back to it later – the session will remember where you were. This is the link for the training:

<https://rantrainingvolunteers.e3learning.com.au/>

You will need to print your certificate for the training and show it to Deb at the front office so that you can be recorded as having completed the training.

Once volunteers have both their DCSI clearance and RAN certificate, they are eligible for volunteering.

Volunteers must not be asked to perform tasks:

- They are untrained, unqualified or too inexperienced to undertake
- Which puts themselves or children and young people in a potentially vulnerable or unsafe situation.
- Where there is a conflict of interest

Please refer to: “ DECD Screening and Criminal History Checks Policy Guidelines”, and the “DECD Volunteers working in Educational Sites and Settings Policy.