Tanunda Primary School & Disability Unit

TOGETHER WE ACHIEVE

25 Research Road (PO Box 271)
Tanunda SA 5352

P: 08 8563 2318 **F:** 08 8563 2187
E: dl.0427_info@schools.sa.edu.au
W: tanundaps.sa.edu.au

Volunteering at Tanunda Primary School and Disability Unit

At Tanunda Primary School and Disability Unit, we value our volunteers and the tireless work they put in to support our school.

Volunteers help:-

- children with their reading and numeracy
- mentor students
- with a working bee and special projects
- share your culture
- support SAPSASA teams
- develop life skills
- supervise camps and excursions
- work in the garden
- be on a committee
- in the resource center
- run our Governing Council and related subcommittees ie. fundraising

The Department for Education have recently changed their volunteer policy and Tanunda Primary School, like all public schools, must comply with these changes. There are some advantages to the new Department for Education policy, but it does requires some initial work and preparation for volunteers.

To help the staff at Tanunda Primary School and Disability Unit manage the wellbeing and safety of their volunteers, students and staff, only volunteers that have signed in at the front office and are wearing a volunteer badge will be able to remain in the classroom after 8.50am. If you are dropping your child to their classroom, helping them settle into their day and have left the classroom by 8.50am, this is 'parental responsibility' and is not considered volunteering.

Below are the steps that need to be completed by every volunteer. With the support of the staff at Tanunda Primary School we hope that the extra requirements will not affect your willingness to continue volunteering at our school.

Please complete the following steps if you would like to volunteer at Tanunda Primary School and Disability Unit

1. Make yourself aware of the Department for Education Volunteer Policy
   https://www.education.sa.gov.au/supporting-students/your-childs-education/volunteers/volunteer-policy

2. Complete a volunteer application form
   https://www.education.sa.gov.au/sites/g/files/net691/f/volunteer-application-form.docx

3. Induction Checklist
    https://www.education.sa.gov.au/sites/g/files/net691/f/checklist-volunteer-induction.doc

4. Give the volunteer application form to the front office staff

5. Leadership staff will contact your referees

6. Start the WWCC clearance process (if required)
    https://www.education.sa.gov.au/working-us/relevant-history-screening

7. complete the online *Responding to Abuse and Neglect Education and Care (RAN-EC)*
    https://www.education.sa.gov.au/working-decd/ran-ec-training/ran-ec-induction-sessions-volunteers

8. The volunteer reads relevant role description(s); available at the Front Office or on the TPS website

9. Complete the online 'general induction' course https://www.plink.sa.edu.au/pages/signup.jsf

10. Complete a Site-specific induction, including work health and safety and role-specific training – *these dates will be available in the newsletter*

11. The volunteer signs a volunteer agreement
    https://www.education.sa.gov.au/sites/g/files/net691/f/volunteer-agreement.docx

If you require any further information about volunteering at Tanunda Primary school and Disability Unit please refer to the Department for Education Volunteer webpage below.
https://www.education.sa.gov.au/parenting-and-child-care/volunteers