VOLUNTEERS

Application and agreement form

Government of South Australia
Department for Education

Site or service name:	
First name:	Last name:
Preferred name:	Are you a parent or carer of a child at this site? Yes ☐ No ☐
Residential address: Is this the same as your mailing address ☐ Yes ☐ No ☐	
Gender: ☐ Male ☐ Female ☐ Not stated ☐ Other term/non-binary Age group: ☐ Under 18 ☐ 18-25 ☐ 26-40 ☐ 41-55 ☐ Over 55 Aboriginal or Torres Strait Islander ☐ Aboriginal: ☐ Torres Strait Islander ☐ Both ☐ Not stated Languages other than English spoken at home:	
Home number:	Mobile number:
Email:	
Emergency contact:	Emergency contact number:

When are you available?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Tell us about yourself

List a few things that you can contribute to. For example, mentoring, gardening, help with reading, administration, sports
What hobbies, skills, special interests or qualities do you have that might be relevant to the volunteer role you are applying for:
Tell us about something you've done recently. This can include volunteering, employment or study.

Provide at least one referee. We will contact your referees to find out a bit more about you.	
Referee name: Relationship:	Email or phone:
Referee name: Relationship:	Email or phone:

Have you volunteered before? ☐ Yes ☐ No – If yes please provide us with some more details		
Organisation:	Duration:	Type of volunteer role:
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Do you have any special needs you would like to share with us? This can include cultural, medical or accessibility needs, or anything we need to know in an emergency. ☐ Yes ☐ No - If yes please provide the details.

Any other comments:

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Proof of identity checked ☐ Yes

Working with children check ☐ Yes ☐ No ☐ Not applicable

Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) training ☐ Yes ☐ No ☐ Not applicable

Volunteer general induction online training: ☐ Yes ☐ No

Volunteer declaration

Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?	Yes ☐	No ☐
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes ☐	No ☐
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes ☐	No ☐
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes ☐	No ☐
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes ☐	No ☐
Are you a prohibited person, as identified in the *Child Safety (Prohibited Persons) Act 2016?*	Yes ☐	No ☐

Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.

You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes ☐	No ☐

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Volunteer signature: Date:

Expected behaviours

When you sign this application and agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the guideline of the commissioner for public sector employment – volunteers.

Public sector values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- When you volunteer with children and young people:
    - make sure the time spent together is positive
    - treat them with dignity, equality and respect
    - give them a chance to speak about the things that affect their care or learning
    - listen to them
    - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
    - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
    - make sure there's no favouritism, like gifts or special treatment
    - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

Volunteer agreement

This volunteer agreement grants permission to: name of volunteer

To volunteer at: name of site

Sites agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
    - know about Department for Education screening and suitability requirements
    - are aware of work health and safety
    - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Risks of Harm, Abuse and Neglect – Education and Care
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Volunteers agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
    - following the Responding to Risks of Harm, Abuse and Neglect – Education and Care requirements
    - immediately reporting to a site leader any concerns I have about a child or young person
    - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment - volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the previous page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn. Volunteer name and signature:	Date:
Site leader name and signature:	Date:

This agreement can be cancelled by either the site leader or the volunteer at any time.