

Procedure

Volunteer procedure

Please note: this procedure is mandatory and staff are required to adhere to the content.

Summary

This procedure applies to all volunteers working in Department for Education and Child Development (DECD) educational programs, government children's centres, preschools and schools, including out of school hours care and vacation care services.

Table 1 – Document details

Publication date	October 2017
File number	DECD16/20643
Related legislation	Children's Protection Act 1993 Children's Protection Regulations 2010 Disability Discrimination Act 1992 (Commonwealth) Education Act 1972 Education Regulations 2012 Education and Early Childhood Services (Registration and Standards) Act 2011 Education and Early Childhood Services (Registrations and Standards) Regulations 2011 Education and Care Services National Regulations and National Quality Standards Equal Opportunity Act 1984 Privacy Act 1988 (Commonwealth) Return to Work Act 2014 Volunteers Protection Act 2001 Work Health and Safety Act 2012
Related policies, procedures, guidelines, standards, frameworks	Camps and excursions guidelines for schools and preschools Child protection in schools, early childhood education and care services policy Department of the Premier and Cabinet Circular PC012 Information Privacy Principles Instruction Duty of care policy Guideline of the Commissioner for Public Sector Employment – Volunteers Health support planning in education and children's services

	procedure Information management policy National Standards for Volunteer Involvement Non-DECD service providers in preschools, schools and educational programs procedure Out of school hours care policy Providing a playgroup on a DECD site guideline Protective practices for staff in their interactions with children and young people: guidelines for staff working or volunteering in education and care settings Provision of out of school hours care (OSHC) services on (DECD) sites procedure Responding to abuse and neglect – education and care (RAN-EC) Screening and suitability – child safety policy Screening and suitability – child safety procedure Self-insurance, insurance and risk management for schools Volunteer policy Work health safety and injury management policies
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1. Title

Volunteer procedure

2. Purpose

This procedure outlines the Department for Education and Child Development's (DECD) requirements for the recruitment, induction and management of volunteers to comply with relevant legislative and policy obligations.

3. Scope

The document applies to all volunteers working in DECD sites and settings (including people who volunteer online, eg e-Mentors) as per the [DECD volunteer policy](#).

3.1 Site leaders and third party providers

Site leaders must make sure volunteers from third party provider organisations that help at a DECD site are managed according to this procedure.

Site leaders must make sure volunteers from organisations that have a deed/agreement with the Minister or a memorandum of understanding abide by any volunteer-specific details in those arrangements.

Site leaders should also refer to the [non-DECD service providers procedure](#) for any volunteers that work in programs funded by the National Disability Insurance Scheme, Medicare or mental health services.

3.2 Out of scope

The following are not in scope of this procedure.

Governing councils, school councils or management committees

Members of these councils and committees are considered volunteers of the department. However, these volunteers do not fall within the scope of this procedure.

For specific information on the management of these volunteers refer to the [governing council website](#).

Work experience and work placement

People contributing to DECD as part of their work experience or a work placement are not in the scope of this procedure.

Staff should refer to the [DECD workplace learning procedure](#) for further information about students on work experience.

4. Procedure detail

This procedure is the 'how-to' of volunteer management in DECD sites. Each part is underpinned by policy or legislation. The supporting policy information is referenced in italics at the end of each section.

Site leaders can use the [checklist for screening and assessing suitability of volunteers](#) to help meet this procedure's requirements.

4.1 Before a volunteer starts

Site leaders must make sure the recruitment, selection and screening of volunteers is done according to anti-discrimination and equal opportunity related legislation, policies and practices.

Staff must refer to the [managing volunteers](#) DECD intranet pages for resources about recruiting, screening, inducting, training and managing volunteers.

Volunteer application form and declaration

DECD volunteers

To assess an applicant, site leaders must make sure potential DECD volunteers complete the department's volunteer application form and sign the declaration. The form is available on the [internet](#) and [intranet](#).

The declaration is a requirement under the [Screening and suitability – child safety procedure](#).

If someone opts out of signing the declaration they cannot volunteer.

If there are concerns about any responses on the application form or declaration, a meeting with the site leader must be made to assess the person's suitability before they can start.

Third party provider volunteers

Site leaders must ask third party providers for:

- a volunteer's name and contact details
- an emergency contact name and number
- psychological or medical information that could affect their ability to volunteer and for use in case of an emergency
- evidence of:
 - a referee check
 - relevant history screening (if required)
 - completion of Responding to Abuse and Neglect – Education Care induction for volunteers
 - any inductions, including work health and safety.

Volunteers from third party providers cannot start at a DECD site until this information is seen.

Interview

Site leaders must make sure potential DECD volunteers have an informal interview to:

- discuss their application
- find out about what they are interested in doing
- check their suitability for a volunteer role. See below for examples of questions to ask to assist in checking suitability
- see if the volunteer's goals can be achieved at the site
- check the volunteer's proof of identity (if not yet done).

Questions to ask at an interview should include:

- What sort of a volunteer role would you like?
- What are your skills and interests?
- What hours are you available to volunteer?
- What experience have you had working or volunteering with children?
- Why do you want to work with children?
- Have you volunteered anywhere else?

If a site leader does not think the volunteer meets suitability requirements at this point, they do not have to accept their application.

Referee and other suitability checks

Suitability checks are important for all volunteers from a child safety perspective. Site leaders must make sure volunteers have at least one referee check as part of suitability checking.

A referee can be a volunteer or staff member at the site that already knows the volunteer. However, if a site leader feels a more detailed check is important, then more referee and other suitability checks must be done.

Other possible suitability checks are outlined in the [screening and suitability – child safety procedure](#). Some examples are the use of curriculum vitae, character references, interviews, work observations, family observations, testimonials and declarations.

Relevant history screening

Site leaders must make sure that all relevant history screening requirements are met. To understand which volunteers need a screening and how to do it, see:

- appendix 1 of the [screening and suitability – child safety policy](#)
- the [relevant history screening](#) webpage.

For volunteers who need a relevant history screening:

- site requesting officers must start the online screening process for volunteers (refer to the [apply for a relevant history screening](#) webpage for how to do this)
- their screening must be current
- they must let a site leader know as soon as possible if their relevant history changes at any time – for example if they are charged or convicted of an offence.

Cost of screenings

Most of the cost of a volunteer's screening is subsidised by the department. There is a gap of \$15 that sites are invoiced for and must pay. Sites can later pass this gap on to the volunteers to pay or the site can cover the gap.

Role description

If a site leader decides that a volunteer is suitable, they must make sure volunteers are given a role description.

Role descriptions must be clearly written and must include supervision requirements. If a volunteer's role changes the volunteer must be given a new role description. If the volunteer did not require a relevant history screening in their previous role and the new role needs one, they cannot start in the new role until screening is done.

If the volunteer is from a third party provider and already has a good role description, there is no need for the site to develop a new one.

The site leader must make sure that the volunteer is suitable and able to do the role.

Volunteer agreement for DECD volunteers

All DECD volunteers must complete and sign the standard [DECD volunteer agreement](#).

The volunteer agreement must be signed by the site leader as well. The agreement includes expected behaviours for volunteers.

See Volunteer policy, sections 4.2.1 Recruitment and screening, and 4.2.2 Preparation and training

4.2 Induction and training

New volunteers must be inducted, appropriately trained, and provided with copies of all relevant DECD policies, procedures and site based key documents. This includes giving them access to a copy of the [DECD volunteer policy](#) and the [guideline of the commissioner for public sector employment – volunteers](#).

Responding to Abuse and Neglect – Education and Care (RAN-EC) induction session for volunteers

As part of their induction, volunteers must do a RAN-EC induction session. Site leaders must choose to organise either a face-to-face or online session.

As part of this induction, volunteers must be told who their nominated site leader is. The nominated site leader supports volunteers with any concerns they have about a child's safety. Site leaders must refer to the [organising RAN-EC induction sessions for volunteers](#) intranet page for the most up-to-date information. RAN-EC requirements for DECD employees who want to volunteer are also on that intranet page.

Face-to-face session

The site leader is responsible for facilitating the face-to-face RAN-EC session with DECD and parent volunteers. They can delegate the responsibility to another member of the site leadership team. A site leader can also facilitate joint sessions with other sites.

Site leaders can ask third party providers of volunteers to organise their own RAN-EC induction sessions for their volunteers. These volunteers must show site leaders evidence that it has been done, and site leaders must keep a record.

Resources to deliver the session are available on the DECD intranet page [organising RAN-EC induction sessions for volunteers](#). The same resources are publicly available on the [volunteers from third party providers – RAN-EC internet page](#) for third party providers to use.

The site leader can also request the [SA Association of School Parent Committees Inc \(SAASPC\)](#) to deliver the session for volunteers. In some areas, the [SA Aboriginal Education and Training Consultative Council \(SAAETCC\)](#) might be available for volunteers who are Aboriginal and who would prefer the session to be delivered by an Aboriginal person.

Both organisations deliver these sessions at no cost to DECD sites. A member of the site leadership team must be available at these sessions to respond to any site-specific queries from volunteers.

Online session

The [RAN-EC online induction session for volunteers](#) takes about 90 minutes and includes assessments. Site leaders must make sure volunteers can access the online session and resources.

Site leaders must read the information on the [organising RAN-EC induction sessions for volunteers intranet](#) page. Information for volunteers, including access to the online session, [is on the department's public-facing website](#).

Work health and safety

Volunteers are workers under the *Work Health and Safety Act 2012* ('the Act'). This means that DECD must:

- ensure the health, safety and welfare of volunteers (as far as reasonably practicable)
- consult with volunteers about work health and safety
- give volunteers the necessary information, training and supervision.

Site leaders must advise volunteers that as workers under the Act, they have a duty of care for their own health and safety as well as that of others. They must be told:

- to take reasonable care for their own health and safety
- make sure that their actions do not have an adverse effect on other people
- that they must comply with any reasonable instructions, policies and procedures relevant to the health and safety at the workplace that they have been told about.

Site leaders must tell volunteers to report any incidents or injuries to them as soon as possible.

Volunteer induction

Online induction

To help volunteers be aware of their responsibilities under the Act, sites must make sure all volunteers complete the department's online volunteer induction. The induction is on the [volunteer section of plink](#).

The induction outlines important aspects of the volunteer's role including their obligations under the Act. It only takes 20 minutes to do and is open to anyone with an email address – including volunteers from third party providers.

If there are language barriers or other difficulties, a face-to-face version must be organised instead.

Information for volunteers about the online induction is on the [department's public-facing webpage](#).

Site induction

Site leaders must make sure all volunteers:

- have a site-specific induction that outlines site work health and safety responsibilities and helps them work well with others at the site
- are introduced to key personnel, including the volunteer contact person, children, staff and other volunteers they will be working with
- are given anything they need to do their role effectively without creating risks to themselves or other people
- are told to keep any personal information confidential
- are told they must only use information for official purposes or when they are required to do so by law
- are advised that all resources are to be used appropriately and responsibly
- comply with all relevant DECD work health and safety and injury management policies and procedures
- have their activities assessed for hazards and safety before they start.

Sites can refer to the [volunteer induction checklist](#) for more support.

Cultural competency awareness

Volunteers must be given cultural awareness information. Volunteers should be invited to attend any site-based training on Aboriginal cultural competency provided by the DECD Aboriginal cultural consultants.

Name badge or label

Sites must give all volunteers a badge or label that clearly shows they are a volunteer. It must always be worn when they are volunteering for DECD. It should include their name.

See Volunteer policy, section 4.2.2 Preparation and training

4.3 Volunteers cannot replace employees

Volunteers must not be used to replace employees.

Site leaders must make sure volunteers are given safe, meaningful work in a well-managed workplace. Volunteers must be told that they are expected to observe similar ethical, policy and/or legislative requirements as employees.

4.4 Volunteer contact person

Site leaders must choose a staff member to be the key contact for volunteers at their site. The volunteer contact person works with the site leader and other staff to help volunteers.

A volunteer contact person must:

- be a staff person at the site – specifically, an employee of DECD
- have a good understanding of the department's volunteer policy and processes

- know what the volunteer's role is and support them.

They do this role as part of their normal work duties. It needs to be someone who can be in regular contact with the site's volunteers.

The volunteer contact person is not responsible for the overall management of volunteers – this is still the responsibility of the site leader.

More details about how a volunteer contact person can do this role are on the [DECD intranet](#).

4.5 Monitoring suitability and supervision

Monitoring suitability

Site leaders must always monitor the suitability of all volunteers. All inappropriate conduct towards children and young people by any person engaged with the site or service must be reported, documented and acted on.

Anything that suggests a volunteer is unsuitable to be engaged with a DECD site or service must be responded to as soon as possible. Site leaders must ask the person to stop volunteering until the issue has been investigated and resolved. The investigation and use of information relating to unsuitability must occur in a manner which respects the person's right to procedural fairness.

See section 4.1 of the [screening and suitability – child safety procedure](#), and the [Incident Management directorate webpage](#).

Supervision

Site leaders must make sure volunteers are appropriately supervised. The level of supervision of volunteers will be different for each role. Supervision requirements must be outlined in the volunteer's role description.

If a volunteer works directly with children or students a staff person must be able to quickly and easily see the volunteer at any time from their own work area. For example, a volunteer can work in a corridor or play area as long as they can be quickly seen by the staff person in a nearby room.

Volunteers must not help out in change rooms, sickrooms or at toilet times, unless it is a clearly stated part of their role description and a supervising staff person is present in the room.

If a volunteer helps with excursions, camps or transporting of children or students, site leaders must make sure the supervision requirements in the [camps and excursions guidelines for schools and preschools](#) are followed.

If a volunteer does **not** have direct contact with children or students, the site leader must still choose the most appropriate level of supervision for the volunteer. A higher level of supervision is still needed if a volunteer has access to personal information about children or students.

It is not possible to describe all of the different ways that a volunteer might help children or students. Staff must always remember that their [duty of care](#) to children and young people comes first at all times. This is regardless of the role of the volunteer.

Supervising DECD volunteers at after-hours school sport events

Volunteers often help organise and run after-hours school sport events. These activities are sometimes held at off-site venues. Sometimes DECD staff are not present at all times. It is the duty of care and responsibility of the DECD site leader to make sure there is appropriate supervision, and that children and students are safe.

If a DECD staff member is not present, the volunteer must know how to find and contact the site leader, or their suitable delegate.

Site leaders must regularly monitor the volunteer's activities.

Appropriate supervision and safety include making sure:

- that other adults are present, for example a parent – not in a volunteer role – who is just watching the activity from the sidelines
- the volunteer has:
 - the contact details of student's parents/caregivers
 - details of who the students can leave with
 - the mobile phone number of the site leader (or suitable delegate)
 - a written procedure about students going to the toilets in pairs
 - access to a first aid kit, relevant training and medical details of students (where necessary and as outlined in the student's health care plan)
 - written procedure about what the volunteer needs to do if the parents/caregivers do not turn up on time to pick up their child, including that they must immediately contact the site leader.

Site leaders must make sure parents/caregivers and students know that they must not leave the sporting event until the volunteer knows the parent/caregivers are there to collect the student. The site leader must let the volunteer know if anything else has been arranged, for example if a student has been given permission to catch a bus home on their own.

An example [role description is available for after-school hours sport volunteers](#).

4.6 Support and recognition

Feedback and support

It is part of a site leader's role to give volunteers ongoing and regular feedback and support about their work.

Volunteers must be told that if they have any questions about their volunteer work, or any concerns at all, they should feel free to discuss it with the site leader or the volunteer contact person.

Acknowledgement and recognition

Ongoing and regular recognition and acknowledgment of volunteers for their contribution and commitment is key to keeping volunteers involved.

Recognition and acknowledgment should include formal and informal strategies. Some examples include:

- morning teas or other special events
- regular catch-ups with the site leader, staff and other volunteers
- regular feedback and support
- use of staff room or tea-making facilities
- acknowledgments in newsletters or at assemblies
- [Minister for Education and Child Development Volunteering Award for Outstanding Service](#)
- [valued volunteer certificate](#)

4.7 Recording and managing incidents

The DECD Incident and Response Management System (IRMS) must be used to record, manage, collate and report information about any injury, crime or notifiable incident that relates to a volunteer.

Sites must:

- refer to the [injury incident reporting and investigation procedure](#) for how to manage work health and safety incidents relating to volunteers
- contact the [Incident Management directorate](#) on 8226 1840 if they have any suspicions or allegations of misconduct of volunteers.

4.8 Reimbursement of expenses

Sites must provide all equipment and resources a volunteer needs to do their role effectively. If this is not possible, volunteers must be reimbursed for reasonable out-of-pocket expenses they have as part of doing that role.

Reimbursement must be arranged and agreed with the site before money is spent. Volunteers must be told about this process.

When they claim, the volunteer must give the site a receipt or other evidence of the money spent. If reimbursement is for things like travel, current rates for employees should provide a guide to appropriate levels and rates. Rates should be consistent across all volunteer programs at the site.

See the [webpage on out-of-pocket expenses](#).

See Volunteer policy, section 4.2.3 Management

4.9 Complaints

Volunteers must be made aware that they can talk about problems they have about:

- their volunteer workplace
- the tasks they do.

They must be told what to do and who to talk to about their complaint.

Wherever possible, it's best to resolve complaints at the local level.

If the complaint can't be resolved locally you can refer a volunteer to the Education Complaint unit on 1800 677 435 or DECD.EducationComplaint@sa.gov.au

4.10 Record keeping

How to record volunteer details

Sites must maintain accurate and up-to-date volunteer records.

Sites should use EDSAS. If EDSAS is not available they must use a spreadsheet or another site-based database instead.

If using EDSAS there are specific [volunteer management factsheets](#) available to help with volunteers and record-keeping. Using EDSAS does not cover all of the site's record-keeping responsibilities.

Sites should make sure they keep secure files with all the volunteer information.

Sites must keep these records for DECD volunteers:

- the [application form](#), which includes the signed declaration
- the signed [volunteer agreement](#) which includes the expected behaviours.

Sites must keep these records for third party volunteers:

- name and contact details
- emergency and medical details
- name of the third party provider organisation.

Sites must keep these volunteer records for everyone:

- relevant history screening date, outcome and date of expiry (if screening is required)
- evidence of a referee check
- details of their RAN-EC induction
- date their induction/orientation was completed including any evidence, for example the certificate of completion provided as part of the online volunteer induction
- roles and any changes to the original role description
- dates and times of volunteering
- names of the children they work with (or in a group, the name of the class/group)
- the name of the staff member that the volunteer reports to
- dates and details of any:
 - feedback about their role
 - concerns raised by the volunteer and action taken (including any grievance/complaint resolution documentation)
 - concerns raised by others about the volunteer and action taken
 - injury or any incident that could give rise to an injury.
- dates of any other training needed by the site.

Sites must ask third party providers of volunteers to give them some of this information.

Sites can incorporate some of these record keeping requirements in their existing processes, for example a visitors or volunteers sign-in book.

Personal information about a volunteer must be handled in strict confidentiality and kept in accordance with the [information management policy](#).

Reporting on impact of volunteering

Site leaders must monitor and report on the extent of the contribution volunteers make to the site. This should be communicated to appropriate bodies such as governing council, employees, volunteers and other stakeholders and via DECD annual reporting requirements when requested.

See *Volunteer policy, 4.2.4 Record keeping*.

4.11 Insurance

Personal accident cover

Uniform cover for bodily injury and death is provided to volunteers under the government's insurance and risk management arrangements administered by the South Australian Government Financing Authority through SAicorp.

This cover extends to people who do volunteer duties/activities at the direction of the DECD site leader or governance body, whether on private or public land.

The criteria for the amount payable for bodily injury and death will reflect and be equivalent to the benefits outlined in the *Return to Work Act 2014*. For other criteria see the [guideline of the commissioner for public sector employment – volunteers](#), section 18 'insurance cover for South Australian government volunteers.'

Volunteers' vehicles and other personal property are not covered by the department's insurance unless, on the basis of legal opinion, the damage is attributable to a negligent act or omission on the part of the Minister, her staff or agents other than the driver/owner.

Volunteers who use their own car must have their own insurance.

If a volunteer's vehicle or other property is damaged while volunteering, the volunteer would need to make a claim through their own insurance company.

A claim made by a volunteer for medical expenses must be submitted, in writing, as soon as possible to the site leader and sent to the claims mailbox at DECD.legalclaims@sa.gov.au or via the DECD courier system to: Claims Manager, Legal Services directorate, R11/13.

Workers compensation forms should **not** be used to report volunteer accidents or make claims.

For more information contact the claims manager in the Legal Services directorate DECD.legalclaims@sa.gov.au

Civil liability cover

Volunteers will not incur any personal civil liability for an act or omission done or made in good faith and without recklessness in the course of carrying out their volunteer work. However, specific legislative exceptions exist and are detailed in the [Volunteers Protection Act 2001](#).

SAicorp insurance

For insurance purposes, SAicorp requires the details of volunteer tasks and numbers of all volunteers associated with public agency programs to be declared by each agency annually. Agencies are required to keep a register of all volunteer groups operating in association with it and report the number of volunteers to SAicorp through submission of the annual SAicorp insurance questionnaire.

To allow the department to meet its annual SAicorp reporting obligation, sites must record the number of volunteers engaged and the tasks they perform at the site each calendar year. Complying with the record keeping arrangements outlined in 4.10 of this procedure will make sure this obligation is met.

See *Volunteer policy, 4.2.4 Record keeping and 4.4 SAicorp insurance.*

5. Roles and responsibilities

Table 3 – Roles and responsibilities

Role	Authority/responsibility for
site leader	Ensuring that all aspects of this procedure and related documents are implemented. Site leaders can delegate some of the responsibilities to other members of their leadership team.
nominated site leader	The person responsible for providing advice and support to volunteers about any child's safety. The nominated site leader is a department employee in a leadership position at the site. Volunteers are to be advised who their nominated site leader is prior to commencement of their volunteering.
volunteer	Must follow direction of the DECD site leader. Must also meet the responsibilities as set out in their signed volunteer agreement.
volunteer contact person	A suitably qualified DECD staff member selected by the site leader to help coordinate, involve, recognise and reward the site's volunteers. They are the key contact person for the site's volunteers.
Education Complaints unit	Can support volunteers who have a concern or complaint that cannot be resolved at a site level.
Incident Management directorate	Assesses suspicions or allegations of misconduct.
Legal Services directorate	Provides professional and practical legal and operational policy advice to DECD site leaders on matters related to volunteers' disputes, insurance claims and privacy.

6. Monitoring, evaluation and review

This procedure will be reviewed every 3 years or as needed in light of government policy or legislative amendments.

DECD policy officers, Engagement and Wellbeing directorate, Early Years and Child Development will provide ongoing assistance and advice to staff to help them comply with the procedure.

7. Definitions and abbreviations

Table 4 – Definitions and abbreviations

Term	Meaning
sites and settings	A DECD site or service including but not limited to schools, preschools, children's centres, early childhood sites and settings, out of school hours care facilities, and vacation care.
site leader	Any person who has the responsibility, management or control of a DECD workplace or work unit. This includes but is not limited to executive directors, education directors, directors, principals, preschool directors.
specified matters	Offences or other matters as identified in contracts or as part of employee or volunteer declarations and about which the individual must notify DECD. Specified matters may include but are not limited to relevant offence charges and convictions, intervention orders, injunctions, allegations of misconduct resulting in investigations and/or disciplinary proceedings, allegations of improper conduct or conduct considered inappropriate to the role undertaken with the DECD site/service.
suitable person	A person who has the required experience and the emotional, physical, intellectual and ethical capacity to be engaged with a particular DECD site and or service from the perspective of child safety.
third party provider	People or organisations engaged by a DECD site or service. See definition of third party provider volunteer below.
unsuitable person	An individual who has not met or maintained the required suitability for engagement with and/or participation in a DECD site/service and/or to provide a service to a DECD site/child or young person.
volunteer	A suitable individual who has been accepted to willingly engage, share their skills and experiences,

Term	Meaning
	<p>without payment (other than reimbursement of approved out-of-pocket expenses). They provide regular or irregular ongoing assistance in a DECD site or setting. This might involve direct or indirect contact with children and young people or with their records.</p> <p>Volunteers work in a position designated by the DECD site leader as a volunteer position.</p> <p>They could be a:</p> <p>DECD volunteer – A volunteer that has been recruited, screened and trained directly by a DECD site or setting relevant to the particular role and function they will be performing. For example attending an overnight camp, kitchen garden helpers, student mentors, canteen helpers, tutors, a coach of a sport team.</p> <p>It also includes corporate volunteering: when a business provides employees to volunteer at a DECD site or setting during the employee’s work time.</p> <p>parent volunteer – a parent or guardian who is a DECD volunteer with duties that directly involve their own child or children.</p> <p>Refer to relevant history screening webpage for screening requirements of parent volunteers.</p> <p>third party provider volunteer – A volunteer that has been recruited, screened and trained by a third party provider and who provides a specific role in a DECD site or setting. For example, volunteers from the schools ministry group or a university volunteering program.</p>
DECD / department	Department for Education and Child Development
EDSAS	Education Department School Administration System
RAN-EC	Responding to Abuse and Neglect – Education and Care
SAicorp	The captive insurer for the Government of South Australia.

8. Supporting documents

- [Checklist for screening and assessing suitability of volunteers](#)
- [Child Protection in Schools, Early Childhood Education and Care Services](#)
- [EDSAS fact sheets for volunteer management](#)
- [Governing councils webpages](#)
- [Health support planning in education and children's services](#)
- [Information management policy](#)
- [Injury management policy](#)
- [Managing volunteers – intranet page](#)
- [Online 'volunteer induction' plink learning module](#)
- [Online 'putting the volunteer policy into practice' plink learning module](#)
- [Responding to abuse and neglect – education and care \(RAN-EC\) – intranet page](#)
- [Screening and suitability – child safety policy](#)
- [Screening and suitability – child safety procedure](#)
- [Volunteers - DECD webpage](#)
- [Work health and safety policy](#)

9. References

- [Advancing the community together: a partnership between the volunteer community and the South Australian Government](#)
- [DECD Strategic Plan](#)
- [Guideline of the commissioner for public sector employment – volunteers](#)
- [Public sector code of ethics](#)
- [National standards for volunteer involvement](#)
- [Volunteering strategy for South Australia \(2014 to 2020\)](#)