

## Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Department management and the associated Guidelines published and amended by the Department from time to time.

## Purpose of this Policy

The purpose of this policy is to ensure that the school has procedures in the place for the placement of persons applying to Hamilton North Primary School for work placement.

## Definition

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. School work means:

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school
- attending meetings in relation to government schools convened by any organisation which receives government financial support.

## Guidelines

- All work placements and opportunities will be at the Principal's discretion
- Work placement will take place at allocated times – preferably not within the first four weeks of the commencement of the new school year or at any time in December
- Any persons over the age of 18 years will be required to produce Working with Children documentation
- Work placement participants will only be placed with senior staff members (CT2 level)
- Work placement participants are not to be left with students unsupervised at any time
- All work placement participants are required to sign in and out each day
- All workplace participants are required to supply emergency contact details for the duration of their placement
- Confidentiality and privacy is to be adhered to all times before, during and following the placement

**SEE APPENDIX 1**

## Implementation

Work Placement Type	
<b>Tertiary Work Placement – includes online and correspondence students</b>	<ul style="list-style-type: none"> <li>• The school will only directly liaise with one or two preferred universities</li> <li>• Approved paperwork must be completed by the university prior to placement</li> <li>• Approved paperwork must be completed by the supervising teacher at the completion of placement</li> <li>• Supervising teacher will receive payment via edupay</li> </ul>

	<ul style="list-style-type: none"> <li>• STS payment will be processed by the university on receipt of completed paperwork and funds will be paid direct to school</li> <li>• No payment will be made to the tertiary student for work placement</li> </ul>
<b>Integration/Teacher Aide Students</b>	<ul style="list-style-type: none"> <li>• The school will only directly liaise with one or two preferred approved training facilities</li> <li>• Approved paperwork must be completed by the training facility prior to placement</li> <li>• Approved paperwork must be completed by the supervising teacher at the completion of placement</li> <li>• No payment will be made to the tertiary student for work placement</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• By application to the Principal in conjunction with approved work experience programs run by local and district secondary schools</li> <li>• Approved paperwork must be completed by student's school prior to the placement</li> <li>• Approved paperwork must be completed by the supervising teacher at the completion of placement</li> <li>• Work experience held over one week to enable the formation of buddy groups</li> <li>• No payment will be made to the student for work experience</li> </ul>
<b>EOY Work Experience</b>	<ul style="list-style-type: none"> <li>• By application to the Principal in conjunction with approved work experience programs run by local and district secondary schools</li> <li>• Approved paperwork must be completed by student's school prior to the placement</li> <li>• Approved paperwork must be completed by the supervising teacher at the completion of placement</li> <li>• No payment will be made for work experience</li> <li>• No secondary students will be given permission to assist in classrooms during their term breaks, or once the secondary school year has been completed</li> </ul>
<b>Volunteers Sporting Events Camps Excursions</b>	<ul style="list-style-type: none"> <li>• All excursion and camps are required to adhere to the correct ratio of staff and students</li> <li>• Members of Victoria Police will be the preferred volunteers for camps</li> </ul>
<b>Disability Workers</b>	<ul style="list-style-type: none"> <li>• Application to be made in conjunction with a placement agency</li> <li>• Approved paperwork must be completed by the agency prior to placement</li> <li>• Approved paperwork must be completed by the supervising teacher at the completion of placement</li> <li>• No payment will be made for work experience</li> </ul>
<b>Community Based Orders</b>	<ul style="list-style-type: none"> <li>• Application to be made through official channels</li> <li>• Placement will be at the discretion of the Principal and School Council</li> <li>• Approved paperwork must be completed by the agency prior to placement</li> <li>• Approved paperwork must be completed by the Principal at the completion of placement</li> </ul>

	<ul style="list-style-type: none"> <li>• No payment will be made for community based orders</li> </ul>
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**Related Policies:**

[2014 Criminal Records Check Policy](#)

[2014 Working With Children](#)

[2014 Duty of Care Policy and Procedures](#)

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Office Use Only	
Issue Date	26 <sup>th</sup> April 2016
Last Review Date	
Next Review Date	April 2019

## APPENDIX 1



### **Volunteers and privacy in the school community**

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

**Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.**

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

#### **What do I need to do as a volunteer?**

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
  - Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself; is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a volunteer, either written or verbal.**
  - Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**
  - If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!

- If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
- Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
- If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training.

Responsible management of personal information is everyone's business.

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