

Volunteer role description – school camps and excursions

Location

Start date (and end date if known)

Main duties

Help staff supervise students on excursion.

Make the excursion enjoyable for everyone.

Aims of the role

Working with our staff you can help:

- make the excursion run smoothly
- students have fun, learn and socialise
- Ensure students are safe and making sensible decisions
- Be aware of disruptive behaviours and notify the teacher
- Remind students to be listening and respectful to the speaker

What you need before you start

As well as the usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- Acquired a RAN-EC training certificate
- a way for staff to contact you at all times while you are volunteering (Carry a mobile phone on excursion)
- easy access to a first aid kit and relevant medical details of students (If qualified to provide first aid).
- Read the pdf 'Volunteer Site Induction Process 2021' on the school website <https://www.eastmardps.sa.edu.au/> . Located in the 'Volunteer' icon.
- Read the pdf 'Protective Practices for Staff in their interactions with children and young people'.
- https://www.education.sa.gov.au/sites/default/files/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf

Supervision and safety

1 | Volunteer role description – example for school camps and excursions



You must:

- follow supervision arrangements set out by the teacher

Our staff are aware of each student's capabilities and needs so you must always check with them about specific supervision and safety.

If someone suggests you can be alone with students, make sure this is authorised by the site leader and is a legitimate part of your role. Unsupervised volunteering requires a Working with Children's Check and completion of every component in the 'Volunteer Application Package' found at <https://www.eastmardps.sa.edu.au/>. Located in the 'Volunteer' icon.

See also: <https://www.education.sa.gov.au/sites/g/files/net691/f/camps-excursions-guidelines.pdf>

You need to make sure:

- you are aware of your responsibilities and trained for your role
- you have a copy of the itinerary for the excursion
- you can be contacted at all times by the staff on the excursion
- you refer any concerns about students, including behaviour issues, to staff straight away
- Send students to the toilet in pairs (Advise teacher where possible)
- everyone is safe
- you have the mobile number of the principal or staff on the camp/excursion.

What we expect from you

- Treat everyone fairly and with respect.
- Listen to and respect instructions from our staff and leaders.
- As always, remember to **not** share information or photos on social media, and don't use your own phone or camera.
- engage with, and include students of all abilities, ages, gender and cultural backgrounds.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.

Reporting and contact details

Volunteer reports to: Julie James and Robert Kenyon

Contact person:

Role review date: / / 2020

