



WILLUNGA WALDORF SCHOOL

Volunteer Information Booklet



Volunteer Information Booklet
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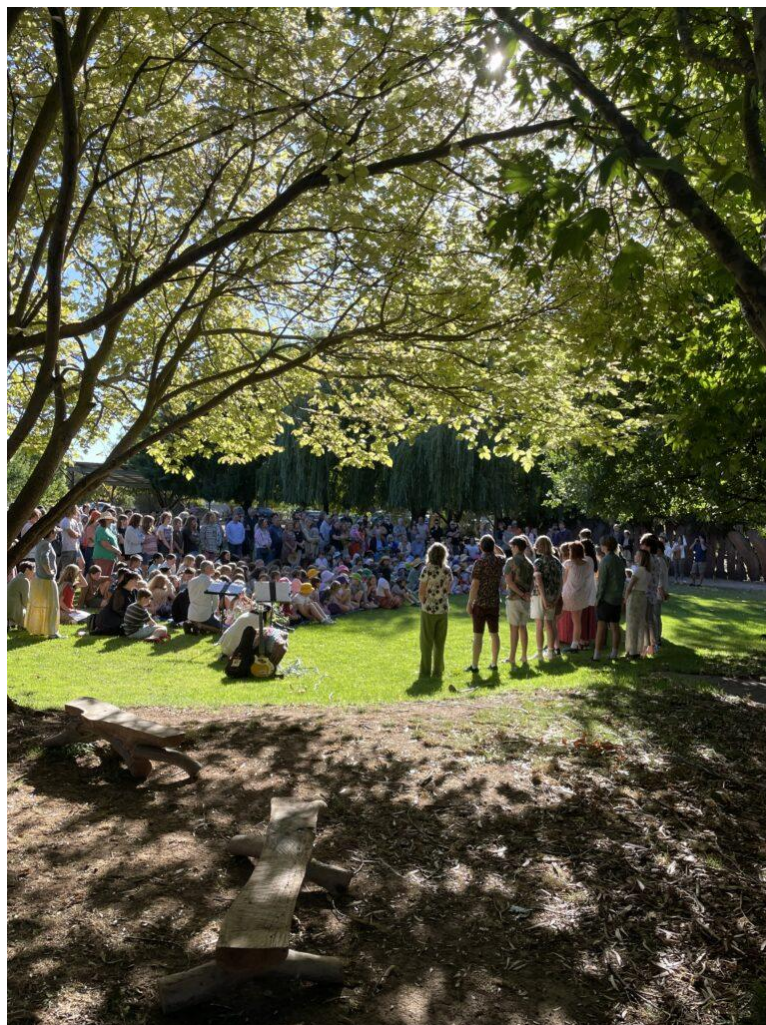
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OUR SCHOOL

STRONG

The human being and the natural world are intimately interconnected. Just as a strong root system gives vigour to the tree and produces healthy fruit, so strong foundations are the basis for health and happiness in the human being. Steiner Waldorf Education develops this inner strength across all year levels, from kindergarten to year 12, enabling our students to meet the challenges of an ever-changing world with courage and imagination. The year 12 curriculum at Willunga Waldorf School provides a recognised pathway to tertiary study.

BALANCED

Balance is essential to life; there is no life without balance. The curriculum of the Willunga Waldorf School is organised around the principle of balance. Lessons are structured according to the natural rhythms of the day, of the seasons, of the changing years of the child's life. In this way, our students are educated in keeping with the developmental phases of their own consciousness, and in accordance with the natural rhythms of life. Beyond this, the curriculum remains comprehensive across the academic, artistic and practical domains without narrowing into a specialised focus, right up to year 12. This provides students with a broad foundation for their careers or further studies, and gives them a sound basis for being highly adaptable in social conditions that are rapidly changing.

DYNAMIC

Life itself is dynamic, and in a continual process of integral evolution and development. Without this dynamic impulse, life would stagnate. At Willunga Waldorf School, we are engaged in a dynamic path of educational research and practice, which remains responsive both to the inner nature of each child and to the changing conditions of the society we live in. Our staff bring energy, expertise, experience and enthusiasm to their work and prepare our students to take their place in the world, on the basis of an evolving, challenging and vital education.

ESSENTIAL INFORMATION FOR VOLUNTEERS

INTRODUCTION

Volunteers form an integral part of the cultural fabric of Willunga Waldorf School (WWS), supporting the work of our staff and enriching the lives of the children and young people in our care.

Volunteers participate in many roles at WWS: Whether it's assisting with reading in class, helping in the gardens, accompanying excursions, opening the Rainbow Room or serving on School Council – we truly appreciate the contribution of time, energy and expertise each and every person brings to their role.

The information contained in this booklet is aimed at helping you understand your rights, responsibilities and expectations while engaging in voluntary work at our school to ensure that WWS remains a safe, just, compassionate, responsive and inclusive place for all.

It is hoped to be a valuable resource and reference for both new and current volunteers.

WHO ARE OUR VOLUNTEERS?

A volunteer is anyone who donates their time to work at the School. The majority of volunteers at WWS are parents. However, other caregivers (such as grandparents) or WWS alumni also volunteer.

Some of the roles you can participate in as a volunteer include:

- Helping in the school gardens
- Providing classroom support for activities such as cooking, reading or craft
- Running the Rainbow Room craft shop
- Serving on School Council or one of its sub-committees
- Serving on the Parents & Friends Committee
- Helping on excursions and camps
- Coaching sports teams

WHAT CLEARANCES DO I NEED TO BE ABLE TO VOLUNTEER?

WWS seeks to be a safe, just, compassionate, responsive and inclusive place for all. In addition, we must comply with all current child protection and Work Health Safety legislation. We are also committed to a best practice approach regarding child safety, as laid out in our *Child Safe Environment* policy.

ALL volunteers must:

- Provide a current, "not prohibited" South Australian **Working with Children Check**; and
- Undergo regular **Mandatory Notification (RRHAN-EC) Training**; and
- Sign a **Volunteer Confidentiality Agreement**.

Depending on your role, you may be required to have additional checks or training, such as a Food Handling certificate or National Police Clearance.

Volunteers in our Early Childhood years must also complete specific training in child safety and have a Food Handling Certificate.

The table below provides an overview of typical volunteer roles and associated requirements:

Volunteer Role - Examples	Working with Children Check	RRHAN-EC Fundamentals	Volunteer Agreement	Food Handling Certificate	National Police Clearance	Foundations of Child Safety
All Early Childhood volunteers	✓	✓	✓	✓	not required	✓
Gardening program	✓	✓	✓	not required	not required	not required
Classroom - Cooking activities	✓	✓	✓	✓	not required	not required
Classroom - Reading, craft, local excursions etc	✓	✓	✓	not required	not required	not required
Excursions	✓	✓	✓	not required	not required	not required
Camps	✓	✓	✓	✓	not required	not required
Rainbow Room shop	✓	✓	✓	not required	not required	not required
Sports Coaching	✓	✓	✓	not required	not required	not required
School Council	✓	✓	Council-specific agreement	not required	✓	not required
School Council sub-committees	✓	✓	Council-specific agreement	not required	✓	not required
Autum Fair or Christmas Market organisation or activities	not required	not required	not required	not required	not required	not required
Class-based, one-off working bees	not required	not required	not required	not required	not required	not required
One-off sporting events	not required	not required	not required	not required	not required	not required

THE SCHOOL'S RESPONSIBILITIES TOWARDS VOLUNTEERS

The School will ensure that volunteers:

- Will be allocated a contact person/supervisor. This will normally be the staff member that the volunteer works alongside, unless advised otherwise.
- Are given safe, meaningful work that matches their skills, interests, time commitments and health status.
- Receive the level of training and supervision required for them to undertake their assigned role.
- Receive clear communication regarding their role and expectations.
- Know that they are expected to observe the same ethical, policy and legislative requirements as employees.
- Are reimbursed for reasonable out-of-pocket expenses incurred as part of their role, subject to prior authorisation from the Head of School or Business Manager.
- Are provided with advice and support about any child safety and/or student wellbeing concerns.

- Are informed in advance when their Working with Children Check screening and RRHAN-EC training are due to expire.

The School will keep accurate records relating to a volunteer's training and necessary personal details and take all reasonable steps to ensure safe storage of volunteer data.

VOLUNTEER RESPONSIBILITIES

As a volunteer you must ensure that you:

- Provide the School with all required documentation before commencing your work.
- Follow the instructions given to you by your designated School contact/supervisor.
- Abide by all relevant School policies and procedures. Particular attention should be given to the School's Child Safe Code of Conduct, Sexual Harassment and Work Health Safety policies.
- Promptly report all accidents, incidents, hazards and near misses to the Front Office.
- Promptly inform the School of any changes in your circumstances that may affect your ability to volunteer at WWS.
- Report any grievances via the appropriate channels (please see the School's Grievance Policies for Parents).
- Keep within the confidentiality and privacy requirements of a school environment.

As a volunteer you are furthermore expected to ensure that you:

- Sign in and out at the Front Office each time you volunteer.
- Are not alone with a student out of the sight of a WWS staff member.
- Are not involved in toileting students or assisting in change rooms and sick rooms.
- Do not have intentional physical contact with students.
- Do not display intimidating behaviour towards students.
- Speak positively to students.
- Refer all student concerns or behavioural issues to the supervising teacher.
- Wear the allocated volunteer name tag and return it at the end of the day.
- Notify the School as early as possible should you be unable to fulfil your commitment.
- Respond to emails/communications from the School in a timely manner.

CANCELLATION OF THE AGREEMENT

If concerns arise about a volunteer, the School will offer opportunities to remedy the problem where appropriate.

A volunteer's agreement can be cancelled at the Head of School's discretion and where the volunteer:

- Breaches the law, or
- Has no more suitable work available, or
- Fails to follow requirements outlined in this document and the School's Volunteer Policy, or
- Behaves towards students, parents, staff or visitors in a manner deemed inappropriate or improper, or
- Repeatedly fails to meet commitments without notice to the School.

VOLUNTEER REQUIREMENTS AND APPROVAL PROCESS

Anyone¹ wishing to become a volunteer at WWS is required to follow these steps:

	Action to take	Document to provide	For more information, see
<input type="checkbox"/>	Complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) online training course	RRHAN-EC certificate	Page 10 & Appendix A
<input type="checkbox"/>	Complete the Foundations of Child Safety online training course (Kindergarten & Reception volunteers only)	Foundations of Child Safety	Page 10 & Appendix B
<input type="checkbox"/>	Complete the online Volunteer Application & Agreement Form		Page 10
<input type="checkbox"/>	<i>If required for your role,</i> complete the Do Food Safely Food Handler Training	Do Food Safely certificate	Page 10
<input type="checkbox"/>	Complete the online registration form and upload all documents via our website.	<ul style="list-style-type: none"> ✓ RRHAN-EC certificate ✓ Volunteer Agreement form ✓ If you have one already, copy of your current Working with Children Check ✓ Foundations of Child Safety Certificate (if applicable) ✓ Do Food Safely certificate (if applicable) 	Pages 10-11

¹ Please note that the process is slightly different for prospective School Council and Council sub-committee members. If you are interested in joining School Council or one of its sub-committees, please contact hr@wws.sa.edu.au.

RESPONDING TO RISKS OF HARM, ABUSE AND NEGLECT – EDUCATION AND CARE (RRHAN-EC) ONLINE TRAINING

By law, anyone who works or volunteers with children is a **Mandated Notifier**. This means they have a legal obligation to report suspected harm, risk of harm, abuse or neglect of children and young people to the relevant authorities.

To make sure our volunteers understand this responsibility, they need to undertake the RRHAN-EC online training. This is also referred to as “fundamentals” or “conditional” training.

The training is free of charge and may take up to 2 hours to complete. You can save your progress and complete the training in stages.

For more information about this requirement, please visit

<https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses>

RRHAN-EC training is provided via an online portal called PLINK and step by step instructions are provided in Appendix A.

FOUNDATIONS OF CHILD SAFETY ONLINE TRAINING – EARLY CHILDHOOD VOLUNTEERS

National child safety training is now **mandatory** for everybody working or volunteering in an approved early childhood provider. The training is available only through Geccko – the Australian Government’s online learning platform for the Early Childhood Education and Care sector.

The new national training will support all people involved in early childhood education and care to meet their legal child safety obligations, strengthen safeguarding practice, and reduce harm to children.

VOLUNTEER APPLICATION & AGREEMENT FORM

When volunteering at our school, you may have access to confidential information. We also need to keep accurate information for our volunteers, such as contact and emergency contact details, and be aware of any medical conditions that may affect your ability to fulfill the requirements of your volunteering role(s) safely.

The Volunteer Application & Agreement Form is intended to capture this information and document your commitment to the confidentiality and child-safety requirements of our school.

“DO FOOD SAFELY” CERTIFICATE

If you wish to volunteer in any activity that involves the handling and/or preparation of food, please complete this free and quick Food Handler Training:

<https://dofoodsafely.health.vic.gov.au/index.php/en/>

This training must be completed by all Early Childhood volunteers.

WORKING WITH CHILDREN CHECK (WWCC)

Holding a current, "not prohibited" South Australian Working With Children Check (WWCC) is a legal requirement for working in a school.

If you already have a valid WWCC, you don't need to reapply for a separate one – simply submit it along with your online registration.

If you don't have a valid WWCC, we will initiate a free volunteer check on your behalf using the information provided by you as part of your online registration.

Once we have initiated your WWCC application, you will receive an email from the DHS Screening Unit with instructions on how to complete your application. You will need to:

- Log into the system
- Verify your identity
- Finish the application and
- Submit the application.

Please check your junk/spam folder and complete the application promptly as incomplete applications expire after four weeks.

Most people can verify their identity only with their driver's license plus one of the following:

- Australian passport
- Australian birth certificate
- Australian citizenship certificate

If you don't have these documents or are unable to verify your ID online, please get in touch with our HR Administrator on hr@wws.sa.edu.au or 7232 1604.

More information on Working with Children Checks can be found on the sa.gov.au website: <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>



VOLUNTEER CODE OF CONDUCT

As a volunteer you are an important part of our school community. To create a safe, respectful, and positive learning environment, we ask that all volunteers adhere to the following guidelines:

PROFESSIONAL CONDUCT

As a volunteer you must act in a professional manner at all times. We ask that you maintain a positive and respectful attitude toward students, staff, and other volunteers.

BEING ALONE WITH STUDENTS

To ensure your safety and the safety of our students, you should be within sight of a member of staff or another adult when working alone with an individual student. Do not shut or lock a door so that you are alone in a room.

COMMUNICATION

Please remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be appropriate to the age with which you are working and of a professional manner.

DRESS CODE

Volunteers are required to wear clothes that present neat and tidy, wearing the appropriate safety equipment or work clothes where required, such as in the gardens.

If you work directly with students, we ask that you take guidance from the relevant student dress code, available on the school website. For example, please avoid wearing predominantly black clothing in the early and primary years, avoid big logos, and be 'sun smart'.

MOBILE DEVICES

The school has a strict mobile devices policy for students. When volunteering, you must refrain from using mobile devices in the school grounds/around students.

Please note that specific requirements exist for volunteers in our early childhood program. These are detailed in our Digital Technologies and Online Environments policy, accessible on our [website](#), and must be adhered to at all times.

PHOTOGRAPHY

You must not take photographs or moving images of our students on your personal devices. The task of documenting student activities, e.g. on excursions, lies with the attending teachers and assisting staff.

SMOKING AND VAPING

Smoking and vaping are not permitted anywhere in the School – including in the gardens, grounds, and carparks – or during off-site school activities such as excursions.

DRUGS AND ALCOHOL

The use of illicit drugs and alcohol while engaged in volunteering activities for WWS is strictly prohibited.

TOILETS

Please use the staff toilets and do not enter toilets allocated for student use. Staff toilets are located in the administration building and upstairs in the High School. You may also use the accessible toilets at the School Hall and Primary School.

You will not be required to assist with the toileting of students, nor with wellness room duties.

RESPECT FOR DIVERSITY / SAFE ENVIRONMENTS

Volunteers should respect the diverse backgrounds, cultures, and abilities of students, staff, and other volunteers.

Discrimination, harassment, or any form of inappropriate behaviour will not be tolerated.

The Head of School or other members of the Leadership Team will investigate any reports of unlawful conduct, including sexual harassment, racial vilification, bullying, discrimination or violence.

EMERGENCY EVACUATION / INVACUATION

In the event of an emergency, you must follow the instructions of your designated supervisor or other staff member.

If you are on your own – e.g. working in the garden or Rainbow Room – please follow the instructions outlined in Appendix C.

FIRST AID

If a student is injured or ill, please advise the class teacher or Front Office as soon as possible. Our Front Office staff or another staff member will provide first aid and/or comfort to an injured or distressed student and contact parents if necessary.

PRIVACY & CONFIDENTIALITY

Schools are required to comply with Australian Privacy legislation regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers of which you become aware during your volunteer work must not be shared, unless it is required by law (e.g. it is relevant for reporting alleged child abuse).

Please avoid making any comments about the use of individual teaching methodologies, student behaviour or specific students to other people.

WORK HEALTH AND SAFETY

The School is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety and those around you and avoid the possibility of an accident or injury while you are at the School.

Special care is needed when lifting heavy objects. Please do not become involved in any activity which is likely to put you, a student or anyone else at risk. Please report all accidents/incidents, hazards/risks and "near misses" to the Front Office staff.

For more information, please refer to our Work Health and Safety Policy, available online via our [policies page](#).

USE OF SCHOOL PROPERTY

Volunteers should use school property and equipment only for its intended purpose and within the guidelines established by the school. Personal items should be kept at a minimum, and valuables should not be left unattended.

CAPITAL LEVY OFFSET

To off-set the Capital Levy, families can elect to volunteer their time to work in our garden, with a focus on our Education Garden and Wetlands. The full levy can be offset by 12 hours of volunteering per year. This needs to be completed prior to the end of Term 3 to be applied to this year's fees. For further details please contact the office.

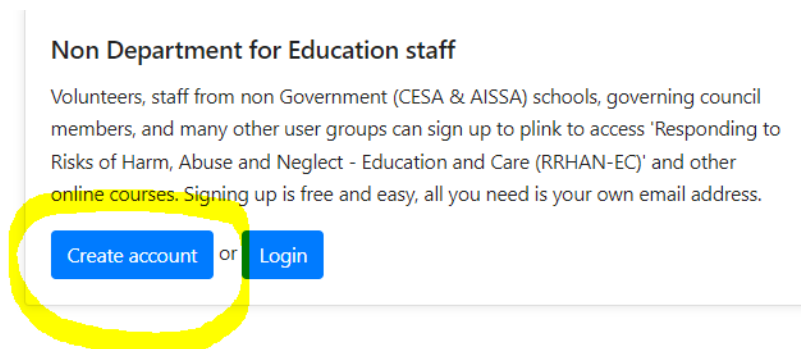


APPENDIX A – ACCESSING THE RRHAN-EC (MANDATORY NOTIFICATION) TRAINING

1) LOGIN TO PLINK OR CREATE AN ACCOUNT

If you completed *Responding to Abuse and Neglect* (RAN) training in the past, you may already have a PLINK account. Otherwise, please follow these steps to create an account:

Go to <https://www.plink.sa.edu.au> and select “Non department of Education staff – create an account”:



Non Department for Education staff

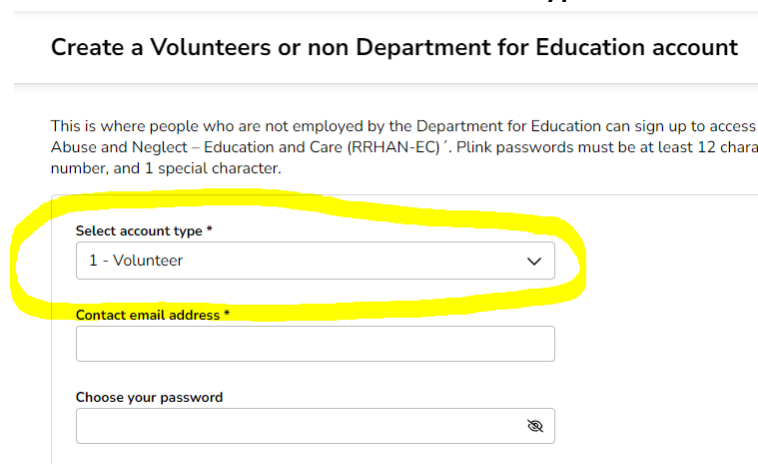
Volunteers, staff from non Government (CESA & AISSA) schools, governing council members, and many other user groups can sign up to plink to access 'Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC)' and other online courses. Signing up is free and easy, all you need is your own email address.

[Create account](#) or [Login](#)

Scroll to the bottom of the page and click “Select here to create a plink account”:

[Select here to create a plink account](#)

You will be asked to choose an account type. Please select “Volunteer”:



Create a Volunteers or non Department for Education account

This is where people who are not employed by the Department for Education can sign up to access 'Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)'. Plink passwords must be at least 12 characters long, contain at least 1 number, and 1 special character.

Select account type *

1 - Volunteer

Contact email address *

Choose your password *

Complete the form, read and accept the Terms of Use and click on “Create a plink account (for non-Department of Education staff)”:

I accept the Terms of Use *

Create a plink account (for non-Department for Education staff)

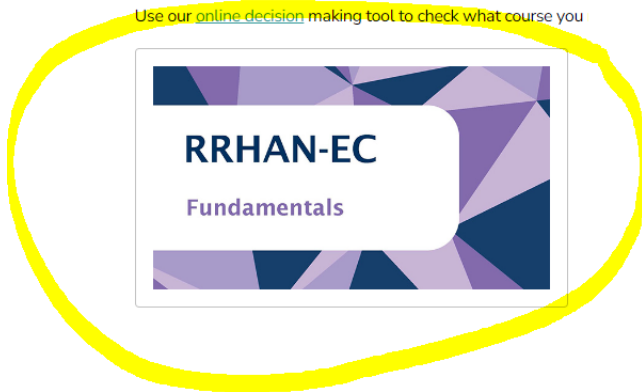
2) SELECT AND REGISTER FOR YOUR COURSE

From the list of available courses, select “RRHAN-EC Fundamentals”:

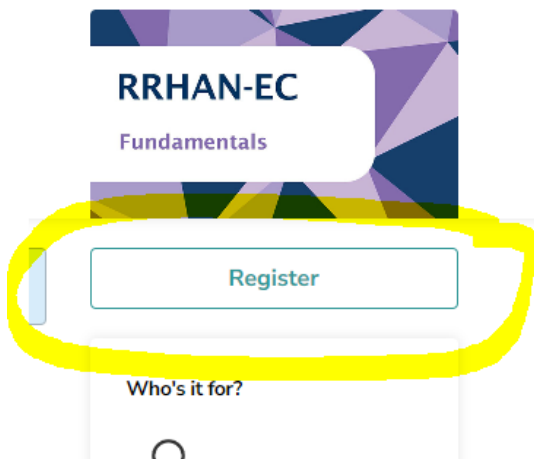
RRHAN-EC training available

See below for the RRHAN-EC Fundamentals course, which is has changed and you now need to do the masterclass, select t

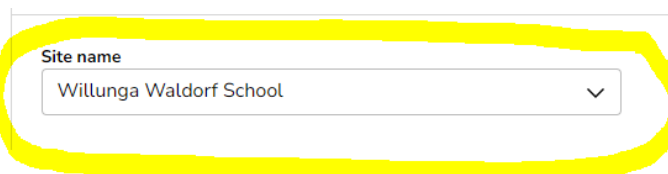
Use our [online decision making tool](#) to check what course you



Select “Register”:



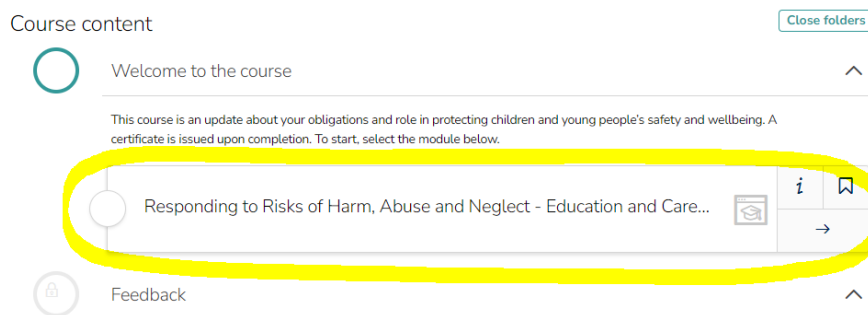
You will be asked to complete a Registration Form. Under Site Name, select “Willunga Waldorf School” from the drop-down menu, complete the rest of the form and click on “Register”:

A screenshot of a registration form. The "Site name" field is a dropdown menu with "Willunga Waldorf School" selected. The dropdown arrow is visible on the right. The entire field is circled in yellow.



3) BEGIN THE TRAINING

The next page will display information about the course content. To begin the training, click on “Responding to Risks of Harm, Abuse and Neglect – Education and Care”.



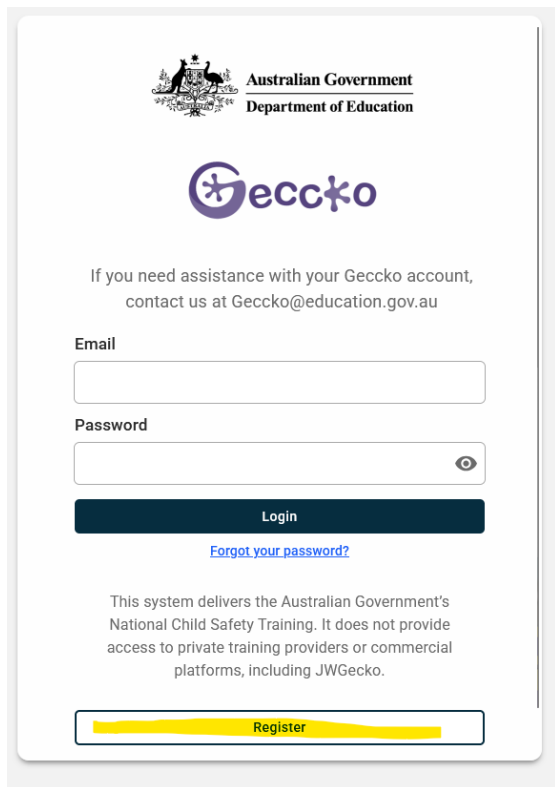
4) DOWNLOAD YOUR CERTIFICATE

Once you have completed the training, you will be issued with a certificate. You should receive this via email. A copy is also saved in your PLNIK account under the “My Sessions” tab.

If you need help or experience technical difficulties with the PLINK platform, please see their [Help & FAQ](#) section.

APPENDIX B – ACCESSING THE FOUNDATIONS IN CHILD SAFETY ONLINE TRAINING (REQUIRED FOR EARLY CHILDHOOD VOLUNTEERS ONLY)

Go to https://learning.education.gov.au/user_login to register:



Australian Government
Department of Education

Gecko

If you need assistance with your Gecko account, contact us at Gecko@education.gov.au

Email

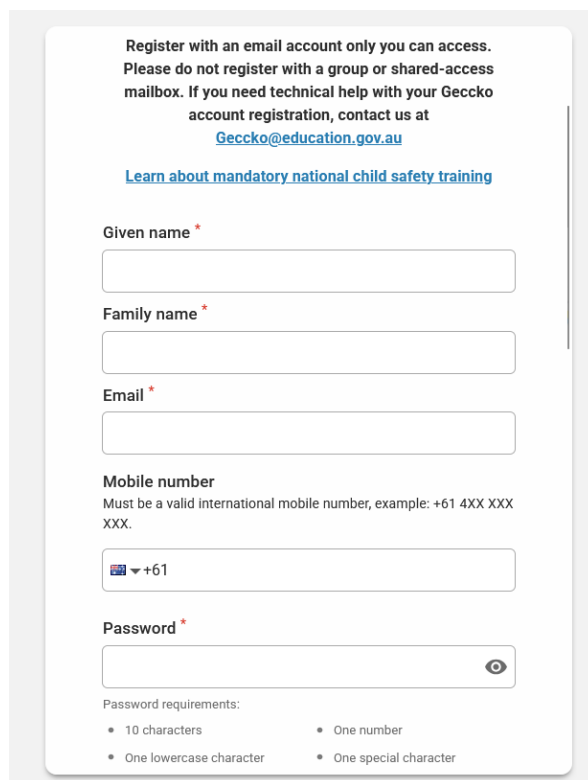
Password

Login

[Forgot your password?](#)

This system delivers the Australian Government's National Child Safety Training. It does not provide access to private training providers or commercial platforms, including JWGecko.

Register



Register with an email account only you can access. Please do not register with a group or shared-access mailbox. If you need technical help with your Gecko account registration, contact us at Gecko@education.gov.au

[Learn about mandatory national child safety training](#)

Given name *

Family name *

Email *

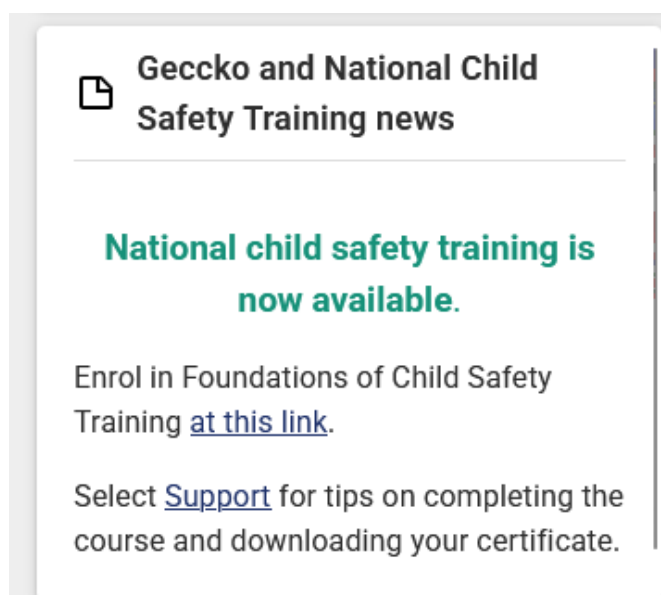
Mobile number
Must be a valid international mobile number, example: +61 4XX XXX XXX.

Password *

Password requirements:

- 10 characters
- One number
- One lowercase character
- One special character

Follow the prompts to enrol in the Foundations in Child Safety training course:



Gecko and National Child Safety Training news

National child safety training is now available.

Enrol in Foundations of Child Safety Training [at this link](#).

Select [Support](#) for tips on completing the course and downloading your certificate.

Once completed, download your certificate and upload it with your Volunteer Registration form

APPENDIX C – EMERGENCY PROCEDURES

FIRE EVACUATION



- **IMMEDIATELY** instruct all persons to assemble in single file at closest exit
- Collect roll book (if in room)
- Check no-one is left inside

Close all doors behind you
Go to closest assembly point



AT THE ASSEMBLY POINT



- Check off roll
- Report missing persons to Assembly Point Warden (yellow vest)
- Stay with your class at all times
- Wait for further instructions

FIRE EVACUATION FINISH



Notification will be given by the Chief Warden (orange vest) when it is safe to re-enter buildings

DESIGNATED ASSEMBLY POINTS (unless this is not your closest)

Primary School Oval
(Playgroup, Kindergarten/Reception,
Classes 1 to 5)

High School Oval
(Bush Kindy, Sanctuary,
Classes 6 to 12)

LOCK DOWN / IN

Students INSIDE



Check all students present
Close & lock ALL doors and windows
Draw curtains or blinds
Turn off lights
Keep students calm & AWAY from windows

Stay quiet
Keep mobile phone on silent & on hand for notifications
Missing student - call 8556 2655 if safe/practicable



Students OUTSIDE



Staff - direct students to nearest classroom
Follow classroom lockdown procedure

LOCK DOWN / IN FINISH



Alarm stops sounding
Staff notified via SMS, phone call or Staff App that school is safe

BUSHFIRE ONSITE EVACUATION

- **IMMEDIATELY** instruct all persons to assemble in single file at closest exit
- Collect roll book (if in room)
- Check no-one is left inside



Close all doors behind you
Move to closest fire refuge site



FIRE REFUGE SITES

School Hall & High School Building

AT FIRE REFUGE SITE



- Check off roll
- Report missing persons to Assembly Point Warden (yellow vest)
- Stay with your class at all times
- Wait for further instructions

ONSITE EVACUATION FINISH



Notification will be given by the Chief Warden (orange vest) when it is safe to leave



WILLUNGA WALDORF SCHOOL

