

**The Federation of Catholic School Parent Communities SA** is an active voice for families with children in South Australian Catholic Schools.

Phone: 08 8301 6685

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**This pamphlet complements guidance provided in the following resources and induction materials:**

- **Protective Practices for Staff in their Interactions with Students**  
Guidelines for Schools, Preschools and Out of School Hours Care  
[www.decd.sa.gov.au/docs/documents/1/Pro-TECTIVEPracticesforSta.pdf](http://www.decd.sa.gov.au/docs/documents/1/Pro-TECTIVEPracticesforSta.pdf)

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- **Catholic Education SA Responding to Abuse and Neglect - Education and Care** (formerly Mandatory Reporting)  
<https://online.cesa.catholic.edu.au/docushare/dsw/eb/Get/Document-25354/RAN-EC+Volunteers+Pamphlet.pdf>

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- **Responding to Abuse & Neglect** education and care induction session for volunteers: **2015-2017 Volunteer's handbook** (for use in the induction program)  
<http://www.decd.sa.gov.au/speced2/pages/childprotection/>

*In particular, refer to pages 11-14 for information on maintaining professional boundaries with children/young people and examples of boundary violations.*

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## About **Protective practices**

for staff in their interactions with children and young people:  
**Guidelines for staff working or volunteering in education and care settings**

## Information for School Volunteers

Phone: 8301 6600

## Duty of Care

Volunteers play an important role in the education of our children in partnership with the staff of our schools.

In their relationship with children and young people, all staff (including volunteers) are required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that their own behaviour is guided by this duty of care.

## Professional boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

The *Protective Practices Guidelines* will assist volunteers to maintain professional boundaries. The Guidelines give examples of boundary violations in :

- Communication
- Personal disclosure
- Physical contact
- Place
- Targeting individual children and young people
- Role
- Possessions

Information is included in *the Responding to Abuse and Neglect: Education and Care (RAN:EC)* induction session for Volunteers.

## Guidance for staff in managing professional boundaries

Volunteers will find helpful guidance in the *Guidelines* on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations
- Conducting home visits

## Appropriate physical contact and non-physical intervention in managing behaviour

The *Guidelines* address appropriate physical contact in a range of situations, including

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The *Guidelines* address safe practices when it is legitimate to use physical restraint: that is where a child's or young person's or adult's safety is threatened.

## Working with children and young people with additional needs or disabilities

Education and care staff support children and young people with disabilities or additional needs through individual plans, which take various forms. These plans document the strategies that are to be used in supporting the young person, and will assist staff to ensure their duty of care to the child or young person.

## Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

The school or site where you volunteer will have policies and/or procedures which may be relevant to your induction to ensure the safety and protection of children, young people, volunteers and staff, and that the volunteer experience is enjoyable, respectful and satisfying.

These will include:

- *Responding to Abuse and Neglect: Education and Care (RAN:EC)* induction
- Work, Health and Safety
- Behaviour Education
- Prevention and management of bullying
- Excursions and camps

