



Volunteer Role Description – School Camps and Excursions

Main duties

- Help staff supervise students on a camp or excursion.
- Help to make the excursion or camp enjoyable for everyone.
- Help staff ensure safety of all students on the camp or excursion.

Aims of the role

Working with our staff you can help:

- make the camp or excursion run smoothly
- students have fun, learn and socialise
- keep students safe.

What you need before you start

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

- a way for staff to contact you at all times while you are volunteering
- easy access to a first aid kit and relevant medical details of students.

Supervision and Safety

You must:

- follow supervision arrangements set out by the principal or their delegate.

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. Note: volunteers are not to sleep in dormitories with students, and should always use separate bathroom facilities from students.

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 camp/excursion
- you can be contacted at all times by the principal or staff on the camp/excursion
- you refer any concerns about students, including behaviour issues, to staff straight away
- everyone is safe
- you are able to contact staff on the camp/excursion.

What we expect from you

- Uphold Highgate School values of Respect, Honesty & Integrity and Kindness towards all students and staff at all times and treat everyone fairly.
- 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.
- Include students of all abilities, ages, genders, and ethnic backgrounds.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.

Reporting and contact details

Volunteer reports to: Highgate School staff on the excursion or camp

Volunteer Coordinator: Emily Roberts, Assistant Principal Emily.roberts772@schools.sa.edu.au