

Partnerships with Schools – supporting young Australians to make a change.

External guidelines for schools to use when working with UnitingCare West.



Introduction

This document has been created to support schools and is to be used as a guideline for interactions with UnitingCare West (UCW). The aim of these guidelines is to provide a framework for schools to use when engaging and working with UCW to ensure a structured approach is used to deliver consistency in services, and safety and record management is adhered to.

The ultimate objective of the partnership between UCW and schools is to increase the number of young people who become engaged in the issues that affect people in Australia, and to improve their skills and confidence to empower them to take action within their community to help those most in need. By successfully nurturing and managing the relationship between UCW and the school community, the school is able to achieve the following outcomes:

- Increase the number of young people that become engaged in their community and enable them to take action and make positive and lasting change; and
- Foster in young people the values of empathy for others, a sense of social justice, the vision for a better future and a voice for those who cannot speak.

School Liaison Officer

The role of the School Liaison Officer (SLO) at UCW is primarily to oversee the partnerships and activities between UCW and schools. The SLO also acts as a coordinator between the schools and relevant UCW services to assist in providing meaningful links to social justice learning opportunities, fundraising and donation distribution, support activities by offering an educational perspective when required, and to provide detailed reports of activities to Management and the Executive Leadership Team. Ideally, all communication between schools and UCW should include the School Liaison Officer from the beginning.

Useful contacts and links

School Liaison Officer

P: 9355 9027

E: schools@unitingcarewest.org.au

Marketing and Advancement

P: 1300 663 298

E: marketing@unitingcarewest.org.au

For ideas and inspiration go to [Schools](#) on the UnitingCare West website.

There you will find:

- Ideas for supporting UnitingCare West and enhancing your service learning
- Different approaches for engagement
- Resource sheets to use with students at school before starting a project
- Links to external websites, research and curriculums
- Descriptions of projects between schools and UnitingCare West, both past and ongoing
- A 'What's On' page highlighting current projects and activities between schools and UnitingCare West



UnitingCare West and Schools: a holistic approach to service-learning

Guidelines

1. WHEN A RELATIONSHIP ALREADY EXISTS WITH UCW

- 1.1 Include School Liaison Officer in the primary emails so a record can be made of ongoing projects and copy the SLO in future correspondence.
- 1.2 Coordinate with the UCW contact the type of service being requested and if a financial donation will be offered for the service and staff time.
- 1.3 Ensure adequate teacher supervision is available for the duration of the activity.
- 1.4 Consider Duty of Care requirements and UCW OHS policy requirements. (*Appendix A*)
- 1.5 At conclusion of activity forward any photographs of the activity/event to the SLO along with necessary consent forms, if appropriate. (*Appendix B*)
- 1.6 Complete the feedback form and submit to the SLO. (*Appendix C*)

2. WHEN NO PREVIOUS UCW RELATIONSHIP HAS BEEN ESTABLISHED

- 2.1 Contact the UnitingCare West School Liaison Officer either personally or via the contact details included in this document.
- 2.2 Outline the nature of the project, the assistance required and the timeframes. The SLO will make the appropriate enquiries within UCW and provide a contact for future correspondence.
- 2.3 Once a contact has been established, proceed with project planning with the UCW representative ensuring to keep the SLO copied into correspondence.
- 2.4 If a financial arrangement is discussed ensure the SLO is aware of this.
- 2.5 Ensure adequate teacher supervision is available for the duration of the activity.
- 2.6 Consider Duty of Care requirements and UCW OSH policy requirements. (*Appendix A*)
- 2.7 At conclusion of activity forward any photographs of the activity/event to the SLO along with necessary consent forms, if appropriate. (*Appendix B*)
- 2.8 Complete the feedback form and submit to the SLO. (*Appendix C*)

Background Information

UCW has well established partnerships with the Uniting Church Schools in Western Australia, comprising of Methodist Ladies' College, Penrhos College, Presbyterian Ladies' College, Scotch College, St Stephen's School, Tranby College and Wesley College. UCW has also engaged in partnerships and initiatives with non-Uniting Church schools and other educational establishments and services. These partnerships are collaborative relationships and serve to provide benefits to both UCW and the schools in the form of education, service-learning and volunteering opportunities, excursions, guest speakers, presentations and attendance at events (schools); as well as fundraising, donations, venue hire, student, staff and parent volunteer time, goods and services in-kind, promotion within the community, school media and philanthropic networks (UCW). In order to enhance the effectiveness of these partnerships across the breadth of UCW, processes have been defined and outlined to create synergy between the role of the School Liaison Officer, UCW programs and services, schools and other support networks such as accounts, communications and donation management.

Appendix A

UnitingCare West OHS Guidelines for Working with Schools

1. Duty of Care – on a UCW site

- 1.1 Duty of Care means a duty imposed by law to take care to minimise the risk of harm to others. Teaching staff owe a duty to take reasonable care for the safety and welfare of students whilst students are involved in school activities or are present for the purposes of a school activity. **This means that a member of the teaching staff for the school visiting a UCW site must accompany and remain with the students at all times.**
- 1.2 If a UCW staff member agrees to perform tasks that require them to personally care for the students they then undertake the same duty of care as a member of the teaching staff.
- 1.3 In some circumstances the UCW staff member may refuse a request to personally care for the students, and this choice must be respected by the school.

Source: WA Department of Education policy on Duty of Care for Students
<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/duty-of-care-for-students.en>

2. Working With Children Checks

- 2.1 A Working With Children Check is a government requirement for any person participating in ongoing [child-related work](#).
- 2.2 In the context of UCW this incorporates guest presentations at school or on site, supervising student volunteers, accommodating groups of students participating in UCW activities. If UCW staff are involved in any of these activities it is strongly advised that a WWCC is acquired, even if there is a member of teaching staff present.
- 2.3 If the activity performed is over and above the expected duties of the role and not part of your Position Description, an application may be made under the volunteer category of the WWCC (\$10.80).
- 2.4 Check with the manager of the service area to confirm whether or not a WWCC check is required.

Source: Working With Children Check <http://www.checkwwc.wa.gov.au/checkwwc>

3. Activities on a UCW site

- 3.1 Type of activity is to be considered in line with the OSH Act 1984, Duty of Care and take into consideration the 'type' of student i.e. age, experience, capabilities and any physical or intellectual impairment.
- 3.2 Follow the [National Code of Practice for Manual Handling](#) which indicates that persons under the age of 18 should not lift, lower or carry loads over the weight of 16kg without assistance of others or mechanical aids.
- 3.3 A school staff member must be present with the students and take responsibility for behaviour management of the students at all times.
- 3.4 All sites must have a complete and usable first aid kit.

4. Christmas Appeal Volunteers in Workshop

- 4.1 A school staff member must be present with the students and take responsibility for behaviour management of the students at all times.
- 4.2 Staff and students must participate in an induction prior to commencement of workshop activities covering evacuation plan, location of amenities and manual handling.
- 4.3 The UCW workshop has a restriction of 10 persons that must be adhered to. This includes one Workshop Assistant and nine from the school, of which one **must** be a staff member. **This limits student numbers in the workshop to a maximum of 8.**
- 4.4 Unacceptable and/or dangerous behaviour will result in the school group being asked to leave.
- 4.5 Students and staff must wear appropriate PPE when working in the workshop: closed in shoes, no restrictive clothing and minimal jewellery.
- 4.6 A complete student list (to the best of the school's knowledge) must be submitted to the Christmas Appeal Coordinator or School Liaison Officer prior to commencement.

Appendix B

IMAGE LICENCE AND RELEASE FORM

I hereby irrevocably authorise and grant to **UnitingCare West** the right to use photographs featuring me for media and/or promotional purposes by UnitingCare West and any other purpose that UnitingCare West considers reasonable.

I understand and agree that the images may be used by UnitingCare West in their entirety or in a modified form, including conversion into an electronic format, for media, promotional purposes or other purposes by UnitingCare West which may include, but not be limited to, publication in annual reports, media releases, articles, internet websites, posters, displays, presentations, brochures, magazines or advertisements. I understand that publication of the images on the internet may result in the images being accessible by the general public and that UnitingCare West will have no control over the subsequent use of the images.

I confirm that I have obtained consent from all individuals featured in the images for their photograph to be taken and published or used in the manner contemplated in this document.

I confirm that the images do not infringe any existing copyright or other intellectual property rights, and I hereby release UnitingCare West from any infringement or violation of any personal and/or property rights of any sort whatsoever based upon or as a result of the use of the images. I acknowledge and agree that UnitingCare West shall use the images without any payment or compensation to me, and I shall have no claim whatsoever in relation to the use, reproduction or modification of the images by UnitingCare West.

I further acknowledge that I am the subject of the images and that I have full power to enter into and grant this Licence and Release, and that the terms of this Licence and Release do not in any way conflict with any existing commitment on my part.

I acknowledge and agree that if the role or responsibility currently filled by UnitingCare West is moved to another entity or UnitingCare West is replaced, that this Licence and Release will be automatically assigned to the replacement entity. If required, I agree that I will do all things necessary so that any entity replacing UnitingCare West is given the same Licence and Release as set out in this document in respect of the image(s).

Name: _____ Date: _____

Signature: _____

Note: If the subject of the photograph is under the age of 18 years, a parent, legal guardian or carer will need to sign on their behalf:

I, the legal guardian and/or carer named below have the authority to grant the abovementioned Licence and Release on behalf of the subject and understand the effect of this Licence and Release, or have taken advice as to its contents.

Name of legal guardian/carers: _____ Name of subject: _____

Signature of legal guardian/carers: _____

Date: _____

Appendix C
School Feedback Form

Date of activity:	
School:	
Teacher contact:	
UnitingCare West contact:	
UnitingCare West service area (if known):	
School program:	
Year group:	Number of students:

Rate the following: 1 = Expectations Not Met 5 = Exceeded Expectations

	1	2	3	4	5
Topic was relevant to the program					
The content was interesting					
The speaker engaged well with the students					
The speaker provided clear comments and answers to questions					
The process of organising the event/presentation with UCW was easy					
The presentation and content was effective in enhancing the students learning					
Visual aids used were effective					

What was the most effective aspect of the activity/presentation?

What could be done differently to better meet the needs of the students?

Any further comments
