

TEACH OUTREACH



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Guidelines for Schools, Centres and Community Partners

What is Teach Outreach?

Teach Outreach is a volunteer placement program run by the School of Education, the University of Newcastle. Teach Outreach seeks to build genuine partnerships with schools, early childhood centres and community-based organisations. The idea is that schools, centres or community-based organisation propose an activity that requires student volunteers. If this activity is considered suitable, we promote it to Education students who can then choose to take it up the opportunity by contacting you directly. While we cannot guarantee students will take up the opportunity (given this is about voluntary involvement), we do promise to promote your project.

Teach Outreach is based on the principle of reciprocal benefit. This means that all partners potentially benefit. You benefit from having student assist you in implementing projects. Education students benefit from involvement in projects that will enhance their professional knowledge and skills. The School of Education benefits by forging closer links with our local schools, centres and community groups.

What activities are suitable for Teach Outreach?

Schools, early childhood centres and community-based organisations often need volunteers to assist in running a variety of educational activities. These can be one-off events such as a sports carnivals, or longer term programs such as in-class literacy or numeracy groups.

To be suitable for the Teach Outreach program, activities must meet the following criteria:

- The activity is purely voluntary (that is, the student is not paid for undertaking the activity);
- The volunteer is not undertaking the work that would have been done by paid employees;
- The project is supervised and structured;
- The project would be of interest to pre-service teachers and build their professional knowledge and skills.

How does my school or organisation become involved in Teach Outreach?

There is an online "Request for Volunteers" form available on the Teach Outreach webpage. It takes a minute or two to fill out the form and submit it. The Teach Outreach Coordinator reviews the application and posts it to an internal University website for students. Volunteer opportunities are updated and promoted on a weekly basis. Our students contact you directly. If you are not happy with the response rate, please contact the Teach Outreach Coordinator so that a promotion plan for your opportunity can be developed.

If you would like to discuss your volunteer ideas, you are welcome to contact the Teach Outreach Coordinator, Dr Erica Southgate, by phone on 4921 6325 or by email erica.southgate@newcastle.edu.au

What are the responsibilities of my organisation?

You have the same responsibilities towards Teach Outreach volunteers as other volunteers who undertake activities within your organisation. Your organisation should have a process for inducting, supporting and supervising volunteers, and recording their attendance. Your executive or governing body should be able to supply you with information on occupational health and safety and managing volunteers.

After we publicise your volunteer opportunity, students will make direct contact with you. We ask that you sign off on 2 forms that the student will bring you:

- **FORM 1 - At the start of the volunteer opportunity** the student will ask you to fill in the middle section of the ***Teach Outreach Cover Request Form***. This form lets the University know the student is volunteering in a safe work place.
- **FORM 2 - At the end of the volunteer experience** the student will ask you to sign off on ***Teach Outreach Completion of Volunteering Form***. This form tells us that you are satisfied with the student's volunteer activity.

A quick checklist to help you organise your Teach Outreach activity can be found at the end of this document.

What are the responsibilities of Teach Outreach student volunteers?

Student volunteers are required to act in a responsible and professional manner befitting pre-service teachers. This includes serious consideration of whether they can commit to the activity for its duration. Students are asked to be punctual, respectful, and enthusiastic, and dress in a way which is acceptable to the school, centre or organisation. If a volunteer is absent, then they should notify you directly. Prolonged absences should be discussed so that a mutually beneficial outcome can be agreed upon. The University will not issue a Teach Outreach Certificate if the student's participation is considered unsatisfactory by either the partner organisation or the Teach Outreach Coordinator.

Are there legal considerations?

Please consult your organisation's executive or governing body about your legal obligations regarding volunteers including child protection and occupational health and safety. We ask that student volunteers be supervised at all times as they have not undergone a Working with Children background check. Teach Outreach is considered a University of Newcastle work experience placement and so is covered by a number of insurance policies held by the University.

What do I do if I have a query, compliment or complaint?

If a critical incident occurs or if you have a complaint we ask that you notify the Teach Outreach coordinator in a timely manner. If you have a query, compliment or complaint you should contact the Teach Outreach Coordinator, Dr Erica Southgate, by phone on 4921 6325 or by email erica.southgate@newcastle.edu.au

Checklist for Teach Outreach Partner

- I have read the Teach Outreach Guidelines and identified any issues I need to address before submitting an application.

- My proposed activity meets the following criteria:
 - The activity is purely voluntary (that is, the student is not paid for undertaking the activity);
 - The volunteer is not undertaking the work that would have been done by paid employees;
 - The project is supervised and structured and has an induction process;
 - The project would be of interest to pre-service teachers and build their professional knowledge and skills.

- I have submitted an online application form detailing the following:
 - Name of organisation
 - Contact person
 - Contact details (phone and email)
 - Name of the proposed activity
 - Description of what is required of the volunteer including type of activity, duration of activity (start and end dates), last date for students to take up opportunity, number of hours per week, set or flexible hours
 - Induction process
 - Number of volunteers required
 - Cut off date to volunteer

- I have developed an attendance form to record volunteer attendance.

- At the beginning** - I have filled out my part of the *Teach Outreach Work Experience Cover Request* form returned it to the volunteer.

- At the conclusion** - I have filled out my part of the *Teach Outreach Completion of Volunteering* form and returned it to the volunteer.

- At the end of the activity, I have contacted the Teach Outreach Coordinator to let her know what I thought of the placement (optional but appreciated).