



Newbridge Heights Public School
Excellence in Education

VOLUNTEERS POLICY

RATIONALE

Newbridge Heights Public School greatly values the support of the school community in providing an excellent education for our students. Throughout the school year volunteers will be requested to assist in classrooms, with sport, at special events, on excursions and around the school in the many aspects of school life.

To facilitate this involvement, each year expressions of interest will be sought from parents and other volunteers who are willing to support the school and a register of volunteers will be established. Volunteers contribute significantly to the resources available to a school and deserve recognition, guidance and support.

AIMS:

- To provide a safe and secure environment for our students, staff and resources.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To ensure volunteers carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and a confidential working environment.

KEY POLICY STATEMENTS

Expectations of volunteers

Parents and other volunteers assisting with activities do so on the understanding that:

- The teacher is responsible for the programs operating within the classroom or school.
- The teacher in charge has ultimate responsibility for the safety, welfare and care of the students.
- The conduct and manners of volunteers should at all times be acceptable and appropriate model for students.
- Volunteers contribute to the positive culture of the school through their positive attitude, actions and words.
- Volunteers should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- Volunteers should not consume or have consumed alcohol prior to working with children.
- Volunteers should co-operate with teachers in charge to ensure the safety and welfare of students.
- Volunteers are asked to sign in and out of the visitor's book at the Administration Office when participating in school activities and wear the green visitor's badge as identification when assisting with students.
- Under the Child Protection Act of 1997, volunteers are asked to sign a *Prohibited Employment Declaration*. In addition, it may be necessary for the school to have volunteers who assist students undergo a *Criminal Record* check.
- Volunteers are asked to follow the school's emergency evacuation procedures at the time of any emergency or practice drill.
- The Principal reserves the right and has the authority under the *Enclosed Lands Protection Act (1901) and its Amendments* to prohibit any potential visitor from entering or remaining within the school boundaries.

Confidentiality

Confidentiality is an important matter. Parents and volunteers are not to discuss any information, concerning students or staff they obtain at school with anybody, other than the classroom teacher

or the Principal. Any parent or volunteer not fulfilling the above requirements may be excluded from the volunteer program.

EXCURSIONS

In the first instance, parents who are registered volunteers will be offered places on any excursion where parent helpers are deemed necessary as part of the risk assessment of that activity. Should additional helpers be required class teachers will negotiate places with available parents.

The following aspects are considered by class teachers when deciding which parent helpers will be invited to attend school excursions.

- the impact on the child of the parent attending i.e. the ability of the child to be independent of the parent attending as the parent helper will need to be able to help other children
- the organisational skills of the child of the parent attending i.e. the ability of the child to care for belongings without their parent's assistance
- the behavioural or social needs of the child of the parent attending given the 'dual' authority of parent and teacher during an excursion
- current involvement of parents in the school given their knowledge of individual students
- the number of parents allowed by the venue i.e. the type of excursion and the requirements of the venue will influence the number of parents allowed. For example, one adult for every 6 children or a maximum of 5 adults to attend
- if known, consideration will be given to previous attendance at school excursions in order to maximise the number of parents who have the opportunity to attend
- the medical or health needs of a child with special needs which may require a parent to attend

TRAINING

All parent volunteers will be provided with training early in a new school year. In addition, volunteers will be given training by teaching staff to assist in class reading or mathematics programs. Following training, class teachers will organise a roster of parent helpers and invite volunteers to participate. Some parents may already possess qualifications and/or experience in particular areas which the school will benefit from e.g. sports coaching.

APPENDICES

- Visitors, Volunteers, Contractors – Conditions of Entry (signage)

RELATED SCHOOL POLICIES

- Student Welfare Policy

RELATED DOCUMENTS AND REFERENCES

- DET Prohibited Employment Policy
- Child Protection Legislation 1997
- Enclosed Lands Protection Act (1901) and Amendments
- DET Legal Bulletin Issue 31

EVALUATION

This policy was formed in consultation with parents and staff of Newbridge Heights Public School and will be evaluated as part of the school's strategic plan for policy review.