



# Panania North Public School

## VOLUNTEERS POLICY

August 2015

### Rationale

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

Volunteers contribute significantly to the resources available to a school and deserve recognition, guidance and support. All volunteers must receive an induction to the school by a staff member prior to any involvement in school activities.

### Aim

- 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.

### 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 blue visitor's badge as identification when assisting with students.
- Volunteers are required to obtain a Working With Children 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 volunteer not fulfilling the above requirements may be excluded from the volunteer program.

## Excursions

Volunteers (including parents/carers) may be asked to attend an excursion where it is deemed necessary as part of the risk assessment of that activity. The following aspects are considered by class teachers when deciding if a volunteer will be invited to attend school excursions.

- . the impact on the child of the parent attending
- . the organisational skills of the person attending
- . the behavioural or social needs of the child of the parent /carer attending given the 'dual' authority of parent and teacher during an excursion
- . the medical or health needs of a child with special needs which may require a parent/carers to attend

## Related documents and policies

- . 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 the staff at Panania North Public School and will be evaluated as part of the school's strategic plan for policy review.