



Volunteers Policy

Parent/Carers Volunteers

Volunteering in our school is a wonderful experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship with the students, teachers, school staff and parent/carers.

Please help keep our program running smoothly by following these guidelines:

- * Sign in at the office when you arrive at school.
- * Provide the office with your current and valid Working with Children card. (*a copy will be kept on file at the school*)
- * Wear a red visitor lanyard at all times
- * Sign out at the office when you leave and return your red visitor lanyard

As a volunteer, please:

- * Respect confidences of students, staff and other volunteers
- * Follow the guidelines established by the school such as values and all regulations, rules, and policies stated for school employees and volunteers.
- * Use reasonable judgment in making decisions, then as soon as possible, consult with teaching staff for future guidance.
- * Be considerate, respect and work as a member of the team with the staff and students. Realise that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are expected to enrich and extend learning opportunities for students and promote educational excellence for the school system.

The effective volunteer:

- * is cooperative with all students.
- * is sincerely concerned about all students.
- * is willing to be discreet, sincere, dedicated and punctual.
- * recognises the individuality of each student.
- * respects the teacher and/or staff member's ultimate responsibility for the health, welfare and education of each student.
- * cooperates, coordinates and communicates continually with school staff.
- * provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched.
- * receives the sincere gratitude of the total school community.

Guidelines for working with children

- * Encourage children to do their own thinking.
- * Give students plenty of time to answer.
- * Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviours.
- * Respect children's privacy. If a child or teacher reveals personal information, regard it as a confidence.



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* Help build students' self-confidence and keep a positive attitude. Remember, effort and attentiveness is as important as performance.

What a volunteer can expect from teachers and school staff

The school staff will:

- * provide specific instructions to the volunteer.
- * provide space for the volunteer to do their work.
- * provide necessary materials and equipment.
- * communicate with the volunteer as needed.
- * provide advance notice when special events interfere with the volunteer time.

What a Teacher Can Expect from Volunteers

Confidentiality: When volunteering, please remember that the behaviours and abilities of students, teachers, and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.

Dependability: The staff you work with will depend on you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class/excursion/camp. Therefore, if you will not be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member. Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.

Classroom

- Follow instructions set by the teacher
- Work with groups or individual students
- Respect all students
- Expect to be respected in return. Notify teacher in charge if you are not.

Excursions

- Manage group of students as stated by the teacher in charge
- Ensure your group is accounted for at all times
- Keep a checklist of your group
- Respect all students
- Expect to be respected in return. Notify teacher in charge if you are not.
- Ensure your group follows instructions and is respectful at all times. Please see teacher if they are not.
- Follow teachers instructions when it comes time to get on/off transport
- Follow teachers instructions when it comes to toilet breaks
- Follow teachers instructions for any students needing to change clothes including change room situations



Camps

- Manage group of students as stated by the teacher in charge
- Ensure your group is accounted for at all times
- Keep a checklist of your group
- Respect all students
- Expect to be respected in return. Notify teacher in charge if you are not.
- Ensure your group follows instructions and is respectful at all times. Please see teacher if they are not.
- Follow teachers instructions when it comes time to get on/off transport
- Follow teachers instructions when it comes to toilet breaks
- Follow teachers instructions for any students needing to change clothes including change room situations
- Overnight responsibility lies with the teacher in charge

At all times the teacher in charge is the person who is responsible. At **no stage ever is a parent/carer volunteer ever held responsible while volunteering at Yarragon Primary School*