

**GLENBURNIE PRIMARY SCHOOL**

**VOLUNTEER POLICY**

**2022**

Thank you for volunteering your time, skills and efforts here at Glenburnie Primary School. There are numerous roles that volunteers can be involved in, to support the school in its core operation of improving learning outcomes of students. Volunteers are one of the greatest resources a school can have – with numerous benefits for the school and for parents including:

**Benefits for school:**

1. To offer better prepared, more individualized programs to each students

2. To offer better services and facilities

3. An active parent body is an essential part of a vibrant, positive school climate

**Benefits for our students:**

1. They see their parents and community members helping the school and they realise that it is important to all of us

2. They see adults working together effectively and interacting in friendly, positive ways and follow the example

3. They feel really special when their mum, dad or carer are helping in the school

**Benefits for volunteers:**

1. An opportunity to be actively involved in your child’s education

2. Build a strong, positive relationship with your child’s teacher

3. Learn the skills which can, in turn, assist you in helping your child

4. Well informed about what’s happening at the school and in your child’s class

**Guidelines**

To be a volunteer in the school, there are several guidelines to follow. These are set to help you understand how you can best help out, and to ensure that volunteering is a positive experience for everyone.

1. DECD approved Criminal History Screening Check creates a mandatory minimum checking standard across South Australia. The CHS helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. If you work or volunteer with children you will need to apply for a CHS. To be a volunteer in the school, you need to have a current CHS. A photocopy of the certificate needs to be submitted to the office prior to helping in the classrooms if the certificate wasn’t obtained through Glenburnie Primary School
2. If providing transport for students the school will be required to sight a current driver’s licence, car registration and Compulsory Third Party Insurance
3. Child Protection – Volunteers will be required to participate in *Responding to Abuse and Neglect – Education and Care Induction Session for Volunteers (RAN-EC).*They will also be aware of and have ready access to the *Protective Practices* document
4. Commitment – Identify a particular morning or afternoon or day when you are available to help. Please negotiate with the class teacher about which time would be most useful. Even if you can only come in on an occasional basis or on alternate weeks, your help will still be very much appreciated. If you are unable to help at the agreed time, please let the classroom teacher know either by phone or a note via your child’s diary.
5. Use of mobile phones is prohibited while you are helping in the classroom unless in the case of an emergency. Using a mobile phone may interrupt the flow of the activities which in turn affects the students’ attention.
6. Sign in at the office before and after attending as a volunteer. This helps us keep track of all the helpers who work at our school, the amount of time you have spent helping us and for identification purposes. As part of the fire regulations, all visitors in the school must report to the office.
7. Activities – All activities in which the volunteer is involved must take place under the direct supervision of the teacher.
8. Confidentiality – Working in the classrooms gives you the opportunity to learn a lot about the students in them. You will learn about their strengths and weaknesses, their behaviour in and outside the classrooms. It is very important that all volunteers maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about their children and other children. Kindly refer such queries to the child’s teacher or principal. Information gained from your experience at our school must not be shared with any other person(s), except the teacher with whom you are assisting. If confidentiality issues are compromised, the support provided by the volunteer will need to be reviewed.

If you find that parents who are friends ask about the progress or behaviour of their children in the classroom, this is a matter requiring a great deal of tact on your part and it is very important that you suggest that if they are worried in any way about their child, then they must discuss the matter themselves with the class teacher.

1. Interaction with students – Follow the guidelines of the teachers to manage the student’s poor behaviour. All associated discipline issues must be reported to and dealt with by the student’s teacher or principal. If in doubt – ask the teachers for advice. It is not appropriate for a volunteer to talk to another person’s child about incidents in school even if the incident involves their own child. If you have any concerns with someone else’s child at school – refer it to the teachers.
2. Ask – Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We will do whatever we can to ensure your time with us is rewarding.

**Safety in the school environment:**

Fire Alarm – When the fire alarm sounds, make your way to the assemble area with any children you are supervising. Do not go back to the classroom until instructions are given. The fire evacuation plan can be found near the exit of each of the classrooms.

Smoking is not permitted on school grounds at all.

Our school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects.

Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the school, to office staff as soon as possible.

DECD and school OHS&W policies and procedures, including information relating to incident, injury, trauma, illness, medical conditions and emergencies are available from the principal.

**Please note: This agreement will remain in force as long as your child is enrolled at this school.**

**If it becomes necessary to add/amend any information or rule, you will be advised.**



**GLENBURNIE PRIMARY SCHOOL**

**VOLUNTEER AGREEMENT**

This page is to be signed by the volunteer and returned to the front office.

Attach a copy of the current CHS check if you have not submitted it to the office previously.

**Volunteers are expected to:**

* be outstanding role models for all students
* have a current CHS and provide a photocopy to the office
* work under the professional direction of staff, following all school policies
* allow the teacher to deal with discipline issues
* maintain confidentiality at all times
* report any issues of concern to teachers (and not directly intervene)
* speak in a kind and friendly way to all students, be fair
* contact the teacher if they are unable to attend planned session via phone call or a note
* be properly attired for the day
* turn off their mobile phones or leave them in silent mode while helping in the classroom
* follow the school’s fire evacuation plan

**Volunteers have the right to expect:**

* work to be prepared and organised by the teachers
* good manners and acceptable behaviour from students
* to be treated with respect
* support by the teachers
* the teachers to deal with discipline issue that arises
* to be informed of the tasks expected of them and to be notified if sessions are cancelled or the timetable has changed

I have read and understood the guidelines in the Parent Volunteer Policy, and endeavour to abide by these expectations so that all members of the school community will benefit from my valuable work for the students while volunteering my help at Glenburnie Primary School.

Name of parent volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_