



# Urquhart Park Primary School

## VOLUNTEERS

### POLICY

#### **Rationale:**

All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Volunteers however must comply with the school's expectations and practices.

#### **Aim:**

To enhance the educational programs at the school, to build the partnerships between school and home, to provide opportunities for parents to develop their skills and become active participants in their children's education.

#### **Implementation:**

- Our school encourages the assistance of volunteers in a wide variety of areas.
- Invitations for volunteers to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- To be a volunteer at Urquhart Park Primary School, a Working with Children Check (WWC) is needed.
- All volunteers involved in child related work are required to comply with the UPPS Child Safe Code of Conduct by observing expectations for appropriate behaviour towards and in the company of children.
- UPPS will ensure a register of all volunteers is maintained.
- Volunteers are required to adhere to our school's Occupational Health and Safety (OH&S) requirements.
- Volunteers are required to sign in and wear the appropriate badge.
- Volunteers will be required to participate in an induction session prior to working in the school.
  - Volunteers for short-term projects such as day excursions, helping with reading, assistance with fete activities etc will all be briefed by the teacher in charge as to their roles and responsibilities prior to commencement. At the same time, matters of supervision and safety will also be discussed.
  - Volunteers for longer term activities or activities with higher levels of required expertise will be required to undertake appropriate training.
- Volunteers for school camps will need a police check and approval from school council.
- Volunteers will receive guidelines from the teachers as to what their role will be.
- Volunteers may receive feedback and reinforcement from the teacher.
- No parent / volunteer can discuss another child's progress with anyone outside of the classroom. All information and observations gained within the classroom by the parents / volunteers should be considered confidential (Privacy Act).
- All behaviour management with children will be handled by the teacher
- Volunteers must make prior arrangements with the class teacher to fit in with timetables and scheduled lessons.
- Volunteers may be allocated to individuals or small groups of children according to the teacher's instructions
- Concerns relating to volunteers should be addressed to the Principal. Volunteers who are not reliable or do not meet the school's expectations will be required to relinquish their role.

#### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in 2017