



William Dean Public School

School Policies

William Dean Public School Volunteers Policy

Purpose

This statement has been developed to ensure that the school community understands the conditions and procedures regarding volunteers and/or parent helpers at William Dean Public School.

Rationale

Throughout the school year teachers need volunteers to assist in the classrooms, at special events, on excursions and around the school. We are establishing a register of parents and other volunteers who are willing to assist with the schools needs. At William Dean Public School volunteers are valued and deserve encouragement, effective management, support, and recognition.

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 confident working environment.

Key Policy Statements

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

- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) in charge has the ultimate responsibility for the safety, welfare, and care of the students.
- They should co-operate with teachers in charge to ensure safety and welfare of students.



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- Their conduct and manners should always be acceptable and an appropriate model for students.
- They should co-operate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out at the Admin office when participating in school activities.
- All volunteers will be assigned a visitors' badge once they have signed in, that must be always worn within the school and at school events. All badges are to be returned to the office when signing out each day.
- Under the Child Protection (Working with Children) regulation 2013 it is necessary that all volunteers who assist students obtain and present a Working with Children Check (WWCC) Clearance. This is a condition of employment or engagement in any child related work.
- The principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and be catered for.
- They should refrain from smoking in the presence or sight of students- the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information, concerning students or staff, they obtain at school with anyone, other than the class teacher or Principal. If confidentiality is breached you will not be able to continue as Volunteer/helper.

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

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