Volunteer Helpers Policy

Purpose
This statement has been developed to ensure that the school community is aware of the conditions and procedures regarding volunteers and/or parent helpers at Burraneer Bay Public School. Please also read the school’s Code of Conduct for its relevance to this policy.

Rationale
Throughout the school year teachers need volunteers to assist in classrooms, at special events, on excursions and around the school in many facets of education. Volunteers add significantly to the human resources available to a school, and subsequently they 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 confidential working environment.

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 ultimate responsibility for the safety, welfare and care of the students.
- Their conduct and manners should at all time be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should co-operate with teachers in charge to ensure safety and welfare of students.
- All workers, voluntary or paid who deal directly with children in NSW have to complete a Prohibited Employment Declaration. This declaration is a mandatory requirement of the Department of Education and Communities in order for them to meet their obligations under NSW law. These are available from the office when you sign in and only need to be filled in once.
- They wear a Burraneer Bay Public School’s ‘Volunteer’ badge as identification whilst assisting with students.
- The principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- Confidentiality is of prime concern. Parents are not to discuss any information, concerning students or staff, they obtain at school with anybody, other than the classroom teacher or the Principal.

All parents and volunteers who enter the school site after classes commence or before the 3.15pm gates open must sign in, in the Visitor’s Register folder at the Admin Office. (Canteen Volunteers sign on in the Canteen)

Greg Fitzgerald
Principal (2013)

VOLUNTEER HELPER AGREEMENT

I am prepared to assist as a volunteer to help with the educational program involving students from Burraneer Bay Public School. I have read and fully understand the conditions and expectations as outlined in the Volunteer Helpers Policy. I understand that the school has the right and may request a criminal records check on me. I understand that the Principal is the only person who has access to that information.

First Name: ........................ Family Name: .......................... Child’s Class ........

Signature: ................................................................. Date: .........................