

EASTWOOD PRIMARY SCHOOL

VOLUNTEER HELPERS POLICY

PHILOSOPHY

Volunteers enhance education at Eastwood Primary School. They allow teachers to work more closely with groups of children. By offering opportunities for active participation in Eastwood's learning programs, volunteers strengthen children's sense of community

AIM

To enable volunteers to assist in a rich and diverse range of educational activities and experiences within the school.

To provide training and/or support for the volunteer program.

To protect the well being, safety and security of students, staff, visitors and volunteers involved with the school.

IMPLEMENTATION

- ◆ All volunteers who are part of a regular program that involves student contact will require a current Working with Children Check. All documentation will remain confidential.
- ◆ A statutory declaration may be accepted while awaiting the results of a satisfactory criminal records check.
- ◆ Volunteers who are part of a program that requires occasional contact with students will need to make a statutory declaration.
- ◆ Volunteers will not be in charge of a student or group without the input/supervision of a teacher.
- ◆ Teacher, parent, volunteer and student confidentiality must be maintained at all times. Any concerns that arise must be immediately referred to a teacher or the Principal.
- ◆ Volunteers will sign in on arrival and sign out on departure from the school.
- ◆ Volunteers will wear identification badges while assisting in the volunteer helpers program.

- ◆ Volunteers will be provided with information relevant to the behavioural expectations of their role.
- ◆ Volunteers with a Working with Children Check will be given priority for excursions.

EVALUATION

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

Approved by School Council: June, 2010

Scheduled review: 2013