



St Roch's Parish Primary School values parent volunteers who assist positively with the implementation of the school's programs, expectations and practices.

Beliefs and Values

Volunteering can enhance the educational programs of the school, strengthen partnerships between school and home and enables parents to become active participants in their children's education

Aim

Parent and carer volunteers can include assisting at school excursions, sport activities and school incursions. Classroom help including literacy and mathematics

Procedures

- Literacy and Mathematics Classroom Helpers training sessions are held twice per year. It is mandatory for parents and carers to attend a training session prior to commencing sessions in the classroom.
- All volunteer helpers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- All concerns relating to parent helpers should be addressed by the classroom teacher.
- All classroom volunteers are required to have a current Working with Children's Check (WWCC) and read and sign a Child Safety Code of Conduct form.
- All classroom volunteers are required to sign in at the school office prior to volunteering in the school.

Implementation

Dependent upon the volunteering required, information will be placed in the school newsletter, on Operoo or via email. Copies of current WWCC are kept on file at the office. Volunteers are actively encouraged to partake in school activities. This may include some of the following:

- Literacy and Mathematics in the classroom
- Excursions
- Swimming
- Perceptual Motor Program (Prep students)
- Various fundraising activities

Areas of possible assistance

- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks in an effective manner.
- All volunteers must sign the Child Safety Policy - Community Code of Conduct.
- Volunteers who do not have a WWCC are not permitted to participate in volunteer activities such as classroom helping or attending school excursions.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.

Volunteer's Responsibilities

- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will be required to register at the administration office daily, and wear a visitor's lanyard whilst in the school.

Evaluation	This policy will be reviewed with staff, student, parent and community input as part of the school's three-year review cycle.
Links to other Policies	Child Safety Policy.docx
Staff Members Involved	Leadership Team and Martin Tennant
Date of Ratification	2019
Date of Review	2022
Source	St Roch's