

PRINCIPLES

Collier Primary School welcomes volunteers in the classrooms. We want individuals to feel comfortable volunteering whilst maintaining a safe environment for our students. We offer these guidelines to assist in creating and maintaining a safe working environment for all.

A volunteer is any unpaid person who performs duties, tasks and functions giving them responsibility over, and/or direct contact with children other than their own during school hours and at school events.

The relationship between the volunteer and school staff should be respectful, supportive and professional. Volunteers are under the supervision of the principal, who reserves the right to cancel any volunteer visit if these guidelines have not been followed and/or inappropriate conduct has occurred.

BEFORE THE DAY

1. Check with the classroom teacher to see what time is best for volunteering.
2. Let them know if you have any special skills or interests.

ON THE DAY

1. Sign in on the iPad, completing the induction checks.
2. Provide the office with a copy of your **Working with Children card**, or if you don't have one, your **parent and child volunteer declaration form**.
3. Print out and wear the school issued volunteer sticker.
4. Sign out on the iPad when leaving.

THINGS TO NOTE

1. Please do not come in if you are unwell.
2. Ensure you have appropriate clothing and footwear.
3. For safety, other children in your care are unable to come with you.
4. Volunteer blocks are under 2 hours in length.
5. Always work under the direction of a teacher or other members of the school staff.
6. Assist the teacher in the classroom; a volunteer should not be the sole supervisory person.
7. Please limit interruptions to the teacher while he/she is teaching the class unless it is an emergency.
8. Please remember behaviour management is the teacher's responsibility.
9. Respect the school policies and abide by our procedures and guidelines.
10. Respect confidentiality by understanding that the discussion of matters regarding staff, students, and/or programs is inappropriate.
11. Please do not discuss other students with anyone outside of the classroom.
12. Please defer any issues to school staff to resolve.
13. The staff toilets are available for your use. Please do not use student toilets.
14. If you are entering the staff room, please be mindful not to approach school staff to discuss your child/ren.
15. Any student disclosures need to be passed on to the classroom teacher immediately.
16. Please ensure your belongings are secure and your mobile phone is away. The school is not liable for theft/damage of private property.
17. Please do not take photos of students, staff or the school grounds.