

 ***Parent/Caregiver Volunteer***

***and***

***Community Volunteer***

***Policy***



***Parent/Caregiver and Community Volunteer Policy***

**Rationale**

Parents/caregivers and community members are welcome at Windsor Park Public School. There are numerous roles that non-school based personnel can be involved in to support the school in its core business of improving learning outcomes for students.

**Privacy and Confidentiality issues**

Privacy legislation requires all persons who are involved in situations where sensitive and confidential information is used, to be aware of their responsibilities.

As Volunteers in the school, there may be times when private and confidential information is open to observation and perusal. It may be that parents are required to record information relating to students’ progress for example. In this situation, a Volunteer would have access to scores or marks of numerous students. It would be totally inappropriate for this information to be used in any way other than for the purposes determined by the teacher.

Information gained from your experiences at this school must not be shared with any other person(s).

**Organisational Procedures**

1. As per the Departmental Policy on Child Protection, all persons choosing to undertake Volunteer work within the school for any activity that involves working with children **MUST provide** a Working With Children Check (WWC) number, complete the WPPS WWC Verification Form and provide the 100 Point, Proof of Identity before working within the school as a Volunteer.
2. All Visitors/Volunteers must sign in at the office before attending a classroom or activity. A badge must be worn at all times and a copy of the Windsor Park Public “WH&S School Responsibility and Emergency Management Booklet” obtained.
3. It is the school’s policy not to place volunteers working with their family members.
4. If you are volunteering to transport students you MUST also provide the school with a copy of your current Driver’s License and Car Insurance.
5. Activities in which the Volunteer is involved must take place under the direct supervision of a teacher. All matters or concerns regarding the behaviour of a student and associated discipline issues must be reported to and dealt with by the student’s teacher.
6. All information that Volunteers are privy to as a result of being in a classroom and the wider school, must be kept in the strictest confidence. If confidentiality issues are compromised, the support provided by the Volunteers will need to be reviewed as there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting is a very serious matter that cannot be stressed too often.
7. All Volunteers must refer questions regarding a student’s progress to the child’s teacher.
8. If a Volunteer is unable to attend at the negotiated time they should let the classroom teacher know either by phone or a note.

**Conduct Expectations**

All parents/caregivers who enter onto any School premises do so in the knowledge that the school community and the Department of Education and Communities expect them to conduct themselves in an appropriate manner.

**Parents/Caregivers, Volunteers and Visitors are expected:**

* to be outstanding role models for all students
* to work under the professional direction of staff, following school policies
* to speak in a kind and friendly way to all students
* to keep confidentiality
* to report any issues of concern to teachers (and not directly intervene)
* to keep a safe and professional distance from all students

**As Parents and Community members we expect:**

* our children to be respected
* our children to be safe and to feel secure
* our children to be protected from inappropriate behaviours and language

**Students and teachers are expected:**

* to treat Volunteers with respect and courtesy
* to respect the commitment of Volunteers to assist student learning
* to respect the contribution of Volunteers time