

Airdale Primary School Volunteer Policy



Airdale Primary School

Volunteer Policy

Philosophy

Staff and students at Airdale Primary School enjoy and appreciate the widespread support from volunteers. Many of our additional programs for assisting student engagement and a wide range of activities such as camps or excursions require help from volunteers.

At Airdale Primary School we have developed a Volunteer policy to promote quality learning experiences and outline the expectations we have for all adults who work with our students.

Volunteer Selection

The Principal/Deputy Principal will assess all volunteers for their suitability to work at Airdale Primary School. A volunteer's skills, expertise and character will be looked at to determine their suitability.

Volunteers will need to attend an interview, as part of their induction and agree to the volunteer agreement before starting work as a volunteer.

Volunteers working with students will be asked to provide:

- A DCSI Screening Check
- Details of qualifications, experience and other relevant information.

The School's Responsibilities To Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Volunteers will be provided with an induction that includes:
 - Mandatory Notification Reporting
 - Occupational Health Safety and Welfare procedures
 - Confidentiality Requirements - Confidentiality is extremely important in your association with staff and students. Working in the classroom you will access information and make observations of students that are not to be discussed or shared with other parents. It is vital that any concerns or questions regarding students must be referred to the class teachers or the supervising teacher.
- Any changes to a volunteers timetable will be made in consultation with the volunteer
- Supervising teachers and leadership staff will be available to discuss any concerns
- Supervising teachers will not leave a volunteer to work with students out of sight

Volunteers' Responsibilities

When working as a volunteer at Airdale Primary school Volunteers must:

- Respect and support staff decisions involving student learning and behaviour.
- Refer all student concerns or behaviour issues to the supervising teacher. Where the volunteer is also a parent, it is important for them to follow normal school grievance procedures.
- Sign the sign in book for volunteers on arrival and departure.
- Wear the volunteer name badge on site.
- Notify the school as early as possible if they are unable to fulfill their volunteer commitment.

Dress code

We ask volunteers to wear appropriate clothing suitable to the tasks they are doing.

- Tops with sleeves
- No Bare Midriffs
- Appropriate footwear
- Wide brimmed hat for any outdoor activity

Mobile Phones

Mobile Phones are to be switched off whilst working with students.

Smoking

Airdale Primary School is designated as a smoke-free workplace. While it is okay to smoke outside of the school grounds, we would prefer that you didn't smoke in view of the students.

For Volunteers, respecting the rights of children means they must not:

- Work unsupervised with students
 - Be involved in toileting issues or assisting with changing in change rooms during swimming classes.
 - Encourage affection from or dependency in students.
 - Have intentional physical contact with students .
 - Display bullying or intimidating behaviours towards students.
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Volunteer Agreement

To provide the safest possible learning environment, it is the policy of Airdale Primary School to obtain the information on the volunteer agreement form. An applicants failure to honestly answer any question will result in the applicant being unable to volunteer in any capacity at this site.

As a volunteer a **AIRDALE PRIMARY SCHOOL**

I agree to:

1. Work as a volunteer in the area/s of
2. Undergo a DCSI Police Screening Check
3. Discuss any concerns in relation to school matters with the appropriate staff member or Leadership staff.
4. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.
5. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety and welfare procedures, duty of care to students and confidentiality.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed **Name**

Date

SCHOOL PRINCIPAL (OR DELEGATE)

Signed **Name**

Date