

# 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/Delegate 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 Working with Children 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 Reporting
  - Workplace Health & Safety 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 grievances procedures.
- Sign the sign in book 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.