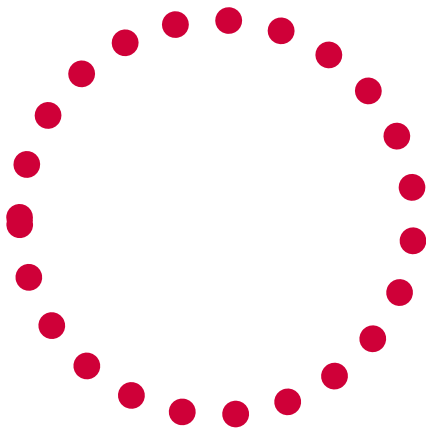
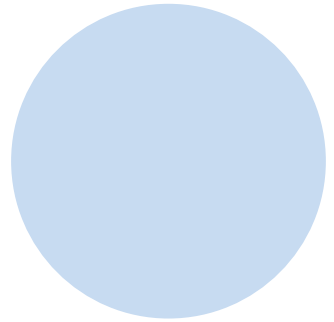


Tullimbar Public School

Volunteering at School Policy



Volunteering at School Policy

Audience – Executive, Administration Staff, Teachers, Parents/Carers, Community Members

Version 1 – 22 August 2023

Introduction

Tullimbar Public School encourages and welcomes volunteers' support to enhance our students' educational experience. Volunteers play a vital role in promoting a positive and inclusive learning environment. This policy outlines the guidelines and requirements for volunteers to ensure a safe and productive partnership between the school, volunteers, students and staff.

1. Code of Conduct:

All volunteers must adhere to the Tullimbar Public School Code of Conduct, which emphasises respect, integrity, professionalism and a commitment to the safety and well-being of students and staff. Volunteers are expected to model positive behaviour and set a good example for students.

2. Sign-in Procedure:

a. All volunteers must sign in at the front office using the Passtab system upon arrival and sign out when leaving the premises. This helps us maintain accurate records of volunteer hours and provides a means of tracking volunteer involvement for safety and security purposes.

b. In addition to signing in via Passtab, volunteers must also check-in with the Service NSW app to comply with government COVID-19 safety guidelines.

3. Office Presentation:

Before starting any volunteering activities, all volunteers are required to present themselves at the school office. This enables the school administration to verify the volunteer's identity and ensures compliance with the sign-in procedures.

4. Appropriate Clothing and Footwear:

Volunteers are expected to dress appropriately for the school environment. Clothing should be modest and suitable for the task at hand. Closed-toe footwear is essential for

safety reasons. Volunteers may be asked to wear identification badges provided by the school.

5. Student and Staff Privacy:

Respect for student and staff privacy is of utmost importance. Volunteers must not discuss any personal information about students or staff outside of school-related conversations with appropriate personnel. Confidentiality must be maintained at all times.

6. Interactions with Students:

a. Volunteers are expected to interact with students in a respectful, professional, and age-appropriate manner. Physical contact should be limited to situations where it is necessary and appropriate, such as assisting with specific tasks or providing comfort.

b. Volunteers should not be involved in any form of disciplinary action or reprimand. If behaviour issues arise, they should be reported to the supervising teacher or school administration.

7. Working with Children Check and Volunteer Declaration:

a. All volunteers are required to have a valid Working With Children Check (WWCC) clearance as per the regulations outlined by the New South Wales Department of Education (NSW DOE).

b. Additionally, volunteers must complete and submit a Volunteer Declaration form provided by the school, which verifies their compliance with the school's policies and procedures.

8. Training and Induction:

New volunteers will receive an orientation and induction to familiarise themselves with the school's policies, procedures, and emergency protocols.

9. Reporting Concerns:

Any concerns related to volunteer conduct or safety should be immediately reported to the school administration or designated staff member.

10. Removal from School Site

The Principal has the right to direct any person to leave the school site if there are concerns regarding behaviour, safety and conduct.

11. Inability to Attend

If a volunteer cannot attend the school for their duties, they are required to notify the teacher they work with, or contact the school office to notify of the absence.

11. Review and Update:

This policy will be reviewed annually or as needed to ensure it remains aligned with current regulations and best practices.

By adhering to this policy, volunteers contribute significantly to the positive learning experience of our students while maintaining a safe and respectful environment for all members of the Tullimbar Public School community.