

Rationale

West Pennant Hills Public School greatly values the support of the school community in providing an excellent education for our students. Throughout the school year volunteers will be requested to assist in classrooms, with sport, at special events, on excursions or around the school in the many aspects of school life.

Volunteers contribute significantly to the resources available to our school and deserve recognition, guidance and support. A training program will be available to all volunteers prior to any involvement in school activities.

Aims

- To provide a safe and secure environment for our students, staff and community.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To ensure volunteers carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and a confidential working environment.

Expectations of Volunteers

Parents and other volunteers assisting with activities do so on the understanding that:

- The teacher is responsible for the programs operating within the classroom or school.
- The teacher in charge has ultimate responsibility for the safety, welfare and care of the students.
- The conduct and manners of volunteers should at all times be acceptable and an appropriate model for students.
- Volunteers contribute to the positive culture of the school through their positive attitude, actions and words.
- Volunteers should co-operate with teachers in charge to ensure the safety and welfare of students.
- Volunteers are asked to sign in and out of the visitor's book at the administration office when participating in school activities and wear a visitor's badge as identification when assisting the students.
- Volunteers are required to follow the school's emergency evacuation procedures at the time of any emergency or practice drill.
- The Principal reserves the right and has the authority under the Enclosed Lands Protection Act (1901) and its Amendments to prohibit any potential visitor from entering or remaining within the school boundaries.
- Volunteers are required by DoE to complete a Working With Children Check (WWCC) and 'Appendix 5 – Declaration for volunteers and non child related contractors' and present 100 points of identification at our front office.
- Parent volunteers that can assist with transporting students to and from events in their private car are to have completed an Appendix 5 and have provided the front office with a copy of their current Drivers Licence and Car Registration Number, prior to the event.

Confidentiality

Confidentiality is an important matter. Parent helpers and volunteers are in a position of trust and should not to discuss with any other parent, child, friend or neighbour any information concerning students, staff or other parent. If parent helpers or volunteers have concerns / issues, they are encouraged to discuss these concerns with the most appropriate member of school staff.

Related Documents:

- [Enclosed lands protection Act \(1901\) and Amendments](#)
- [DoE Legal Bulletin Issue 54](#)
- [DoE Code of Conduct Policy](#)