


St Columba's Primary School	System Update: 06. 12. 2016	
Version 0.1	Date of Next Review: 06. 12. 2019	

Volunteer Duty Statement

Purpose

St Columba's Primary School acknowledges that volunteers play a vital role in supporting the school to provide a safe, open & nurturing learning environment for all students. This 'Duty Statement' provides all volunteers with clear expectations relating to activities that they may wish to participate in at St Columba's Primary School.

Prior to being authorised to commence duties at St Columba's Primary School all prospective volunteers must read and acknowledge their understanding of the agreed workplace arrangements.

Scope

This 'Duty Statement' applies in general terms to all parents, parent volunteers, members of the school board or PFA, student teachers or those on work experience placement and any other person, who volunteer their services to the school.

Volunteer Pre-authorisation Requirements

1.	Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <i>NOTE: You are not permitted to volunteer without providing a current WWCC.</i>	<input type="checkbox"/>
2.	Read & sign a copy of the school's Child Safety Code of Conduct	<input type="checkbox"/>
3.	Provide relevant contact information: Does the school have this on file? Mobile: _____ Email: _____	<input type="checkbox"/>
4.	Receive a briefing on the location of restricted areas. <i>Eg..toilets & the staffroom</i>	<input type="checkbox"/>
5.	Receive a briefing into the school's Emergency Preparedness Plan	<input type="checkbox"/>

Volunteer School Attendance & Participation Requirements:

6.	Familiarise yourself with the acceptable & unacceptable behaviours outlined in the school's Child Safety Code of Conduct. <i>This may be done via the website or upon arrival at the school.</i>	<input type="checkbox"/>
7.	Sign in & out via the Visitor Book upon each visit.	<input type="checkbox"/>
8.	Wear Visitor / Volunteer lanyard visibly at all times.	<input type="checkbox"/>
9.	Promptly report to the supervising staff member. <i>DO NOT attend any other area of the school without the knowledge of the supervising staff member.</i>	<input type="checkbox"/>
10.	Follow all instructions provided by the supervising staff member.	<input type="checkbox"/>
11.	Never work in isolation with a student. <i>The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.</i>	<input type="checkbox"/>
12.	Treating everyone within the school community with respect including students.	<input type="checkbox"/>
13.	DO NOT speak aggressively or discipline students. <i>Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</i>	<input type="checkbox"/>
14.	Maintain confidentiality at all times. <i>DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</i>	<input type="checkbox"/>
15.	At NO TIME take photos or videos of students or staff members whilst volunteering without the consent of the Principal or member of the Leadership Team.	<input type="checkbox"/>
16.	DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer. <i>If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</i>	<input type="checkbox"/>

Volunteer Acknowledgement:

I confirm that I have read and understand volunteering responsibilities at St Columba's Primary School and accept that the school can cease volunteering arrangements at any time.

Name: _____ Date: _____

Signature: _____

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