

Waitara Public School Visitor and Volunteer Workers Policy

Throughout the school year teachers need volunteers to assist in classrooms, the canteen and around the school in many facets of education.

Confidentiality is of a prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.

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

- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) in charge has ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a Government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure the safety and welfare of students.
- Under the Child Protection Act of 1997 it may be necessary for the school to have volunteers who assist students undergo a criminal record check.
- A Prohibited Employment Declaration Form needs to be completed before any parent can work with children. This will be done once only and a copy kept on file at school.

Any parent or volunteer worker not fulfilling the above requirements may be excluded from the volunteer program.

**Julie Webber
Principal**