



Parent and Volunteers Policy

Purpose

To provide guidelines related to school volunteers that ensure a safe, harmonious school environment is maintained. All volunteers should be made welcome to our school. They should see how it functions and be made aware of the resources and services it provides students with sensory and additional disabilities. This will provide a wider community understanding and involvement for parties involved.

Aims

To cater for a variety of Volunteers including:

- Practicum/Trainee University Students
- Medical University Students
- High School Student Volunteers
- Community Volunteers
- Parents and Carers
- Organisations
- Other Business and Government Agencies

Roles and Responsibilities

PARENT AND VOLUNTEERS are expected to:

- maintain confidentiality
- work under the discretion of the school Principal in negotiation and agreement with the teachers and School Learning Support Officers
- meet with the coordinator and discuss areas of suitability
- assist classroom staff
- ring if they are unable to perform allocated voluntary work for that day
- have a 'Working with Children Check Background'
- access the DIGITAL SIGN IN located in the Administration Building to adhere to our school's safety procedures as part of Health and Safety requirements
- required to SIGN OUT using the digital card to adhere to our school's safety procedures as part of Health and Safety requirements. All volunteers are required to return all swipe key card and digital sign in/out card at the end of each day. In case of loss, an amount will be charged to replace the digital card/s.

The assistance given by volunteers is perceived as an invaluable contribution to school life. Potential volunteers must understand that applying to be a volunteer does not guarantee acceptance to work at William Rose School. Volunteers should be extended the same courtesies and considerations expected by any member of staff.

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



Parent and Volunteers Code of Conduct

William Rose School acknowledges the ongoing support and commitment of parents and volunteers. All parents and volunteers who enter onto any government school premises do so in the knowledge that the school community and the Department of Education expect them to conduct themselves in an appropriate manner.

Parents and volunteers are expected to:

- maintain confidentiality
- work under the discretion of the school Principal in negotiation and agreement with the teachers and SLSOs.
- meet with the coordinator and discuss areas of suitability
- assist classroom staff
- ring if they are unable to perform allocated voluntary work for that day
- have a 'Working with Children Check Background'
- access the DIGITAL SIGN IN located in the Administration Building to adhere to our school's safety procedures as part of Health and Safety requirements
- required to SIGN OUT using the digital card to adhere to our school's safety procedures as part of Health and Safety requirements. All volunteers are required to return all swipe key card and digital sign in/out card at the end of each day. In case of loss, an amount will be charged to replace the digital card/s.

As parents and volunteers we expect:

- our students to be respected
- our students to be safe and to feel secure
- our students to be protected from inappropriate behaviours and language

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

CODE OF CONDUCT AGREEMENT

At William Rose School we believe in delivering excellence in sensory and special education within an inclusive environments for students with a range of abilities. We encourage our students to reach their true potential for future success in life.

As a parent/volunteer at William Rose School I, _____ (full name)
agree to abide by this Code of Conduct.

_____ (Parent/Volunteer Signature) _____ (Date)