



PARENT VOLUNTEER POLICY

RATIONALE

All schools greatly appreciate parent volunteers who assist positively with the implementation of the school's programs. Parent helpers however must comply with the school's expectations and practices.

AIMS

- To enhance the educational programs of the school
- To build the partnerships between school and home
- To provide opportunities for parents to develop their skills
- To encourage parents to become active participants in their children's education

IMPLEMENTATION GUIDELINES

Our school encourages the voluntary assistance of parent helpers in a variety of areas.

- Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with, working bees etc. will all be briefed by the teacher in charge as to their roles and responsibilities etc. prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Parent helpers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will be required to undertake appropriate training.
- The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit parent helpers.
- Parent helpers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- Concerns relating to parent helpers should be addressed by principal and classroom teacher.
- All parent helpers will be required to sign in at the school office prior to volunteering in the school.

- Volunteers who are supervising groups of students without teacher assistance must have a Working with Children Check in accordance with the Avenel Primary 'Working with Children Checks' policy.
- Parent helpers must read and sign 'Avenel Primary's Child Safe' policies prior to commencing.
- A record of parents who have a current Working with Children Check, will be kept at the office.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks in an effective manner.
- Volunteers may be sought to assist with school camps, car-pooling and excursions. School Council requires that volunteers assisting with school camps have a satisfactory Working With Children Check prior to their participation.
- All volunteers on school camps and in unsupervised roles must sign the Child Safety Policy-Community Code of Conduct.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Volunteers must attend all professional development or instructional sessions necessary to help them carry out their tasks in an effective manner.
- Volunteers will be required to register at the administration office daily. Volunteers will be invited to use the staff room and facilities.
- Volunteer concerns should be addressed to the principal
- Volunteers are required to have comprehensive car insurance if car-pooling

REVIEW