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# Oran Park Public School

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## Parent & Community Volunteers Policy

**Rationale:** Children's safety is of the utmost importance. Our procedures, in line with DoE policies, will ensure that all community members are aware of correct protocols for volunteering, visiting and participating in school life. This policy will provide guidelines that ensure a safe and harmonious school environment is maintained.

**Date:** March, 2016

### Aims:

- To ensure the rights of students, teachers and parents are respected and upheld
- To ensure all visitors to the school conduct themselves in an appropriate manner
- To ensure that Oran Park Public School is a safe and welcoming place for students, staff, parents and other visitors

### Implementation:

For the care and safety of students, parents and visitors to the school are expected to:

- Work under the professional direction of staff, following DoE and school policies
- Allow staff to supervise, investigate and manage students
- Discuss issues or concerns through the correct procedures-with the teacher, executive or principal
- Understand it is important not to approach another person's child, as the school staff will deal with issues or incidents between students, as part of the school's Student Welfare policy

Parents and visitors are also expected to:

- Be role models for all students
- Speak in a kind and friendly way to all students, parents and staff
- Maintain confidentiality  
Report any issues of concern to teachers (and not directly intervene at any time)
- Keep a safe and professional distance from all students

As volunteers in the school, there may be times when private and confidential information is open to observation. It may be that parents are required to record information relating to student progress for example. In this situation, a helper would have access to reading levels, scores or marks of students. It would be inappropriate for this information to be used in any way other than for the purposes determined by the teacher. Information regarding student behaviour or academic progress gained from volunteering at our school, must not be shared with any other person.

Thank you for volunteering to support our school in this way. Your support and enthusiasm will make a difference to the students with whom you work. Helping children is very rewarding and we hope you find the role you play in supporting students rewarding too.

Donna Shevlin

Principal