

**Nuwarra Public School**

*“Excellence, Innovation, Opportunity”*

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**Volunteer Policy**

**Rationale**

Nuwarra Public School greatly values the support of the school community in providing an excellent education for our students. Throughout the school year volunteers will be requested to assist in classrooms, with sport, at special events, on excursions and around the school in the many aspects of school life.

The **aims** of the volunteer policy are to:

• To provide a safe and secure environment for our students, staff and resources.

• To ensure volunteers carry out tasks in a manner consistent with school expectations,

including maintenance of a professional, cooperative and a confidential working environment.

*Our volunteer policy strategies:*

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

• The teacher is responsible for the programs operating within the classroom or school.

• The teacher in charge has ultimate responsibility for the safety, welfare and care of the

students.

• The conduct and manners of volunteers should at all times be acceptable and appropriate

model for students.

• Volunteers contribute to the positive culture of the school through their positive attitude,

actions and words.

• Volunteers should respect that the school is a government non-smoking area.

• Volunteers should not consume or have consumed alcohol or illegal drugs, prior to working with children.

• Volunteers should co-operate with teachers in charge to ensure the safety and welfare of

students.

• Volunteers are asked to sign in and out of the visitor’s book at the administration office

when participating in school activities.

* They accept responsibility and supervision for pre-school age children under their care for the duration of their time at school
* They report safety concerns, injuries or emergencies to a member of staff
* They minimise noise or disruption to classes whilst on school grounds

• Under the Child Protection (Working with Children) Act of 2012 and the Child protection (Working with Children) Regulation 2013, volunteers are asked to sign a *Working with Children Check*. In addition, in some circumstances it may be necessary for volunteers to obtain a Working With Children Check Clearance. Details of these requirements can be obtained from the Principal.

• Volunteers are asked to follow the school’s emergency evacuation procedures at the time

of any emergency or practice drill.

• The Principal reserves the right and has the authority under the *Enclosed Lands Protection*

*Act (1901) and its Amendments* to prohibit any potential visitor from entering or remaining

within the school boundaries.

**CONFIDENTIALITY**

**Confidentiality is of primary importance.**

***All parents/carer volunteers are not to discuss any information they obtain at school concerning students, staff or classroom activities with anybody, other than classroom teachers or the Principal.***

**Review**

* School parent body, staff and students will regularly monitor and review the effectiveness of the volunteer policy (at least once every three years) and revise the policy when required.