

Volunteer Duty Statement

Holy Family School acknowledge that volunteers play a vital role in supporting the school to provide a safe, open & nurturing learning environment for all students. This 'Duty Statement' provides all volunteers with clear expectations relating to activities that they may wish to participate in at Holy Family Primary School.

Prior to being authorised to commence duties at Holy Family School all prospective volunteers must read and acknowledge their understanding of the agreed workplace arrangements.

This 'Duty Statement' applies in general terms to all parents, parent volunteers, members of the Education Board and Parents and Friends Committee, Parish staff, Parishioners, student teachers or those on work experience placement and any other person, who volunteer their services to the school.

Volunteer Pre-authorisation Requirements
1. Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <i>NOTE: You are not permitted to volunteer without providing a current WWCC.</i>
2. Read the school's Child Safety Code of Conduct
3. Provide relevant contact information: Does the school have this on file? Mobile: _____ Email: _____
4. Have an awareness of the school's Emergency Management Plan - on display in office foyer

Volunteer School Attendance & Participation Requirements:
5. Familiarise yourself with the acceptable & unacceptable behaviours outlined in the school's Child Safety Code of Conduct. <i>This may be done via the website or upon arrival at the school.</i>
6. Sign in & out via the 'VPass' Electronic Visitor Register
7. Wear Visitor identification visibly at all times.
8. Promptly report to the supervising staff member. <i>DO NOT attend any other area of the school without the knowledge of the supervising staff member.</i>
9. Follow all instructions provided by the supervising staff member.
10. Never work in isolation with a student. <i>The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.</i>
11. Treat everyone within the school community with respect including students.
12. DO NOT speak aggressively or discipline students. Where necessary seek assistance of the supervising staff member. <i>Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</i>
13. Maintain confidentiality at all times. <i>DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</i>
14. At NO TIME take photos or videos of students or staff members whilst volunteering. <i>Reference to Videoing & Photograph procedure.</i>
15. DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer. <i>If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</i>

Volunteer Acknowledgement:
<p><i>I confirm that I have read and understand volunteering responsibilities at Holy Family School and accept that the school can cease volunteering arrangements at any time.</i></p> <p>Name: _____ Date: _____</p> <p>Signature: _____</p>

P.Wakeling 6 December, 2016