

In line with the Department of Education and Training (DET), we recognise that high levels of parental involvement in schools and strong communities are critical to students' development and learning. Parents and families are valued partners in their children's development and learning. At Greenvale Primary School we seek to provide an open and friendly learning environment, which values and actively encourages parents to our school. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

School Expectations

All Parent Helpers / volunteers must:

- report to the administration office prior and after undertaking any volunteer activity within the school, where they will be required to sign in / out on the school app – Passtab
- meet the requirements of the *Working with Children Act 2005* in relation to volunteer workers who need to have a valid *Working with Children Check*
- Wear their WWCC card in a badge holder provided by the school whilst on the school grounds as a parent helper / volunteer
- not use or be under the influence of any tobacco products, alcohol or illicit drugs whilst on the school grounds
- participate in a school induction session
- not park their vehicle in the school carpark

Child Safe Standards

All Parent Helpers / volunteers must

- sign and abide by the school's **Child Safe Code of Conduct**

School Values – *Responsibility, Respect, Learning, Honesty, Resilience, Honesty*

All Parent Helpers / volunteers must:

- treat students, staff and other members of the school community with courtesy and respect
- not use inappropriate, discriminatory, bullying or harassing language
- dress appropriately having regard to safety, the values of the school, and the nature of the volunteer activity
- work under the direction of staff and not obstruct staff in the execution of their duties
- respect the cultures, beliefs, opinions and decisions of others

Confidentiality and Privacy

All Parent Helpers / volunteers must:

- maintain confidentiality in respect of all information gained through their participation in volunteering at the school. Personal information relating to students, staff, parents and carers is protected by Privacy legislation
- not discuss confidential or personal information which has been provided on a need to know basis with anyone inside or outside the school unless authorised to do so
- not take photos or recordings of students without the authorisation of the school

4. Policy Review:

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

Policy last reviewed	December 2024
Approved by	Principal
Next scheduled review date	December 2027

VOLUNTEER AGREEMENT

Please complete this form to indicate your acceptance of the school's Parent Helper / Volunteer Agreement.

Name: _____

Child/rens' Name/s and class/es

I confirm that I:

- will comply with the school's Parent Helper / Volunteer Agreement
- have read, understood and signed the school Child Safe Code of Conduct
- have a current and valid Working with Children's Check and provided the school with a copy of such
- have participated in the school OHS induction session

I understand that as this is a volunteer arrangement, the school or I may terminate this Agreement at any time without notice.

Signature: _____

Date: _____

Mobile Phone Number: _____

Email Address: _____

Working with Children Check Number: _____ Expires: _____

Date: _____

Do you have any other skills / qualifications / experience that you may want to offer or make the school aware of? Yes / No

If Yes, please briefly describe: