

ST. SIMON THE APOSTLE PRIMARY SCHOOL

Volunteer Duty Statement

Purpose

St Simon the Apostle Primary School acknowledges that volunteers play a vital role in supporting the school to provide a safe, open and 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 St Simon the Apostle Primary School. Prior to being authorised to commence duties at St Simon the Apostle Primary School all perspective volunteers must read and acknowledge their understanding of the agreed workplace arrangements.

Scope

This 'Duty Statement' applies in general terms to all parents, parent volunteers, members of the school board or parent's association, student teachers or those on work experience placement and any other person, who volunteer their services to the school.

	number Fre-authorisation requirements	
1.	Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) NOTE: You are not permitted to volunteer without providing a current WWCC.	
2.	Read and sign a copy of the school's Child Safety Code of Conduct	
3.	Provide relevant contact information: Does the school have this on file?	
	Mobile: Email:	
4.	Receive a briefing on the location of restricted areas. E.g. toilets and the staffroom	
Volunteer School Attendance & Participation Requirements:		
5.	Familiarise yourself with the acceptable and unacceptable behaviours outlined in the school's Child Safety Code of	
	Conduct. This may be done via the website or upon arrival at the school.	
6.	Sign in and out via the VPass (IPad) upon each visit.	
7.	Wear Visitor / Volunteer lanyard visibly at all times.	
8.	Promptly report to the supervising staff member.	
	DO NOT attend any other area of the school without the knowledge of the supervising staff member.	
9.	Follow all instructions provided by the supervising staff member.	
10.	Never work in isolation with a student.	
	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.	
11.	Treating everyone within the school community with respect including students.	
12.	DO NOT speak aggressively or discipline students.	
	Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.	
13.	Maintain confidentiality at all times.	
	DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of	
1.4	participating as a volunteer. At NO TIME take photos or videos of students or staff members whilst volunteering	
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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.	Ц
	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.	
Volunteer Acknowledgement:		
I confirm that I have read and understand volunteering responsibilities at St Simon's Primary School and accept that the school can cease		
volunteering arrangements at any time.		
Name:Date:		
Signature:		