**Volunteer Policy**

Fraser Park Primary School provide opportunities for students to achieve academic excellence through child centred and child-initiated learning programmes. We are a community-focussed centre that values learning for its entire staff, students/children and families. Fraser Park Primary School is a school that embraces cultural diversity, recognises and accepts difference and caters for individual needs. We are committed to developing positive relationships between individuals.

We value volunteer support at Fraser Park Primary School. Throughout the school year there are many tasks in which volunteers can be involved with. These tasks include: helping in classrooms, in the library, in the yard, on excursions and the canteen. All volunteers must have a current Working with Children Check, RRHAN-EC and be eligible to work in DfE sites.

**Induction**

Each volunteer will undergo an induction process which will determine the nature of the work they will be involved. This process may include meeting with the principal or delegate who will provide the volunteer with the Volunteer Handbook.

**Yard**

These volunteers work under the supervision of the teacher on yard duty and support school and preschool programs as negotiated with the principal or delegate.

**Ground Keeping**

These volunteers work under the supervision of the ground keeping staff and are directly answerable to the Principal.

**Excursions**

Volunteers on excursions are at all times under the supervision of the excursion teachers. Teachers may choose to use the volunteers in small groups depending on the excursion type.

**Administration, Library and General**

Volunteers are welcome to assist in general office and administration duties. Volunteers are under the supervision of the relevant office/library supervisor. Supervisors may choose relevant task and volunteers will only complete the tasks assigned to them.

**Canteen**

Canteen volunteers are under the supervision of the Finance Officer. There are a set of canteen duties and because canteen workers are working with food handling there is a defined hygiene standard that must be maintained. There is a separate set of guidelines for canteen workers.

**Registration**

All volunteers will sign in at the front office and wear a badge to signify they are a volunteer in the school.

**Policy Revised: October 2023**

**Next Review: October 2026**

**Code of Practice for Volunteers**

A volunteer code of practice will need to be signed by each volunteer to show that all volunteers are familiar with and agree to the code while volunteering at Fraser Park Primary School.

**The code of practice for volunteers are as follows:**

* Are under the supervision of a staff member.
* Work independently as directed by a staff member, with that staff member’s full knowledge and consent.
* Attend an induction meeting and/or read the Volunteer Handbook.
* Follow school Occupational Health and Safety procedures – report all accidents, and incidents to the Principal or supervising teacher.
* Treat all students/children with equity and fairness.
* Do not become directly involved in conflict issues around their own children unless under direction from a staff member.
* Use the site grievance processes to pursue concerns.
* Report any student/child concerns to relevant staff in the area they are working.
* Seek support from relevant staff if students/children cause disruption or concern before approaching the student/child.
* Do not approach students/children unless under direction from a staff member.
* Abide by the rules and regulations of the class, preschool, library, canteen or other areas of the school if specific rules for that area operate.
* Agree to follow timetables and directions as set out by staff members.
* Do not enter or stay in a room or area without a staff member’s knowledge and consent.
* Treat any information read, overheard, or told, in confidence.
* Be an advocate for Fraser Park Primary School in the community
* Be a role model for all Fraser Park families
* At no time are volunteers allowed to photograph children without written consent from families.
* Posting children’s photos or gossiping about students / staff on social media is prohibited

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn and if a serious breach has occurred, legal proceedings can take place.

**Volunteer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Rep Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Rep Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_