

VOLUNTEERS' & PARENT HELPERS' EXPECTATIONS & CODE OF CONDUCT

Ratified by School Council: 25th May 2015
Review: 25th May 2018



PURPOSE

The Volunteer Program enables parents, guardians and community members to participate in school activities by:

- Enabling the learning of students by providing additional support to the classroom program
- Contributing to the delivery of a differentiated curriculum model – volunteers working with students on their individual needs, determined by the teacher
- Developing the volunteer's understanding of the educational practice and how teachers facilitate the learning of all students
- Assisting with programs in literacy, numeracy, sports including the swimming program, arts, school programs, canteen, fundraising activities, and working bees

If the above points are observed, the Volunteer Program will contribute to the growth and achievement of our students.

RESPONSIBILITIES

It is the responsibility of classroom teachers to:

- Ensure all volunteers have a current working with children check
- Ensure all volunteers have signed in at the front office
- Collate volunteer interest and determine their Volunteer Timetable
- Review/revise this timetable (at least once a term) to ensure maximum volunteer involvement.
- Display the Volunteer Timetable outside or in the classroom or send the timetable home to parents
- Determine the role of the volunteer for each session and communicate this clearly to the volunteer and students.

It is the responsibility of volunteers to:

- Obtain a current Working With Children Check & register this with the front office
- Sign in at the front office prior to commencing volunteer work every visit
- Read and become aware of this policy
- Communicate availability with their child's/children's teacher
- Assist in the classroom program under the direction of the classroom teacher by:
 - Working with individual students
 - Working with small groups of students
 - Providing a role model for learning
 - Supporting students to complete tasks

- Assisting with collecting assessment data for the teacher
- Completing general class tasks

It is an expectation that volunteers will:

- Will read and sign the Mount Dandenong Primary School Child-Safe Code of Conduct 2016
- Avoid making educational judgements
- Act on the understanding that all children can learn
- Act on the understanding that children learn at different rates and have different learning needs
- Act on the understanding that children have different strengths
- Communicate with the classroom teacher any difficulties (appropriateness of task, behavioural issues, social relationships)
- Refer discipline issues to the class teacher
- Ensure they are comfortable with the role they are taking on.

Confidentiality – volunteers will:

- Retain confidentiality at all times
- Respect the privacy of children and parents
- Avoid mentioning the names or learning needs of students in front of their own child/children or other parents
- Be aware that children can be hurt by harmless remarks from their peers and adults.

Students have the right to expect that their performances, results, behaviours etc. are considered private and are only communicated via their class or specialist teacher to their parents or guardians.

Staff members have the right to expect that their private or personal information is not shared with others.

Sensitive conversations, observations, decisions or information should remain at the school.

Parent volunteers should discuss any concerns with a member of the leadership team.