Information Sheet for Volunteers at Makybe Rise Primary School

Thank you for your volunteer contribution to our school. At Makybe Rise Primary School, we believe that it is the adults in our community who, together, make the difference to our children’s learning. Your time and effort is greatly appreciated by staff and students.

All volunteer activities should be undertaken within the guidelines provided by the Department of Education and in consideration of the appropriate duty of care requirements. This information sheet is provided to assist you in understanding how these requirements relate to your role as a volunteer and to provide guidelines for undertaking your activities. If you have any questions please feel free to contact the School Principal.

- If you do not have a child enrolled at the school and expect to do volunteer work on more than 5 days per year, you will need to apply for a Working with Children Check. The school can advise on the process for this.
- In accordance with the criminal screening policy, all volunteers should also complete a Confidential Declaration form prior to undertaking volunteer work. Where volunteer work is ongoing this form should be completed annually. Under some circumstances the Principal may waive this requirement. This would usually be in the case of special guests invited to the school assembly.
- Volunteers are not generally expected to take responsibility for supervision/personal care of the students during activities. This is the responsibility of the teaching staff. However, under certain circumstances the volunteer may be asked to assume full responsibility. If the volunteer accepts this responsibility, they are required to provide the full duty of care that would be expected of any reasonable adult.
- Activities may only be undertaken without the presence of a staff member if the duty of care is explicitly accepted by the parent helper/volunteer.
- As you will be conducting your activity with a teacher, it is a good idea to meet with them prior to the commencement of your specific activity to discuss the scope of the activity, expected outcomes and the management of any problems encountered whilst conducting the activity.
- Please arrive early so that any last minute changes or issues can be discussed prior to commencement of the activity. **Parents working in their child’s classroom do not need to sign in at the office.**
- Always maintain appropriate conduct, for example suitable clothing, appropriate language and no smoking on school premises or during activities conducted as a volunteer.

Guidelines for Parents Volunteering

- Parents are welcomed and encouraged to be involved in their child’s education. All parents who work as volunteers at school will be expected to read and sign a Confidentiality Statement. They will need to respect the confidentiality of staff, students and other parents at all times. All parent/carer volunteers are not to discuss any information they obtain at school with anybody, other than classroom teachers and the Principal or delegate. Any parent/carer not fulfilling these requirements may be excluded from the volunteer program.
- Parents are not required to complete a sign in/out form. In the event of an emergency situation, the parent must follow the instructions of the classroom teacher until such time as the emergency is declared over.
- It is recommended that parent volunteers arrange for alternative care for their pre-school child, as they can often distract from the normal order of the classroom, thus compromising the learning of the students in the class.

Your cooperation is sought and greatly appreciated, so that we may all maintain a safe, harmonious and happy learning environment for every student and staff member at Makybe Rise PS.