



VOLUNTEER AND VISITOR SCHOOL PROCEDURES

Privacy and Confidentiality

As helpers in the school, there may be times when private and confidential information is open to observation. It may be that visitors are required to record information relating to students' progress for example, or asked to help with an individual learning program. Visitors will observe a variety of behaviour and the range of learning abilities within the class. All information visitors are privy to as a result of being in a classroom and / or the wider school, must be kept in the strictest confidence. Visitors cannot share information about children with other parents, neighbours or friends. If confidentiality issues are compromised, there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting are very serious matters that cannot be stressed too often.

Organisational Procedures

- All visitors must sign in and out at the office as they enter and leave the school.
- A Visitor Pass must be worn at all times.
- Activities must take place under the direct supervision of the teacher.
- All matters or concerns regarding the behaviour of a student must be reported to and dealt with by the student's teacher.
- Refer questions regarding a student's progress to the teacher.
- If visitors are unable to attend at the negotiated time please let the class teacher know either by phone or a note via your child.

Code of Conduct

Parents who enter onto any public school premises do so in the knowledge that the school community and the Department of Education expect them to conduct themselves in an appropriate manner in line with the department's Code of Conduct Policy. Parents, visitors and volunteers are expected to:

- be role models for all students
- follow appropriate safety procedures to protect themselves and others
- speak in a kind and friendly way to all
- report all emergencies, injuries and safety concerns to the office
- work under the professional direction of staff, following school policies
- keep confidentiality
- refrain from smoking in the school grounds
- proceed to the back grassed playground should there be an evacuation emergency in the school (indicated by 30 seconds of intermittent ringing of the school bell) and report directly to Mrs Collis – School Administrative Manager
- proceed to the nearest classroom or office should there be a lock down emergency in the school (indicated by 30 seconds continuous ringing of the bell)
- If a parent on school grounds believes there is an issue with another student, they must not approach that child, but refer their concerns to their child's teacher or Deputy Principal

Working With Children Check – Declaration for Volunteers

All workers, voluntary or paid who deal directly with children in NSW have to complete a **Working With Children Check – Declaration for Volunteers**. These are available from the office. This only needs to be done once, as they are kept on file. This declaration is a mandatory requirement of the Department of Education and Communities in order for them to meet their obligations under NSW law. It in no way reflects upon a person as an individual or the value the school places on their contribution to the learning outcomes of our students. **Any person** (in paid employment or working as a volunteer) must have completed a Working with Children Check (WWCC). These forms are submitted to any office of Services NSW for processing. Volunteer workers, whilst they must complete the paperwork WILL NOT have to pay the processing fee. Once the process is completed, the person will receive a WWCC number. From 2018 no person has been allowed to work/volunteer to help children without their WWCC number.

Thank you for volunteering to support the school in this way. Your support and enthusiasm will make a difference to the students with whom you work.