



Volunteers And Confidentiality Policy

1 Rationale:

Volunteers add significantly to the human resources available to our school, and consequently they deserve encouragement, effective management, support and recognition. The importance of confidentiality is paramount when working in schools. Volunteers need to be made aware of the importance of confidentiality and associated implications.

2 Aims:

- 2.1 To maximise the number and variety of effective volunteers who contribute to our school.
- 2.2 To ensure volunteers do not disclose information of a personal nature pertaining to students, staff or other workers within the school.
- 2.2 To ensure volunteers do not disclose information regarding students' academic performance, social behaviour or welfare needs, unless consulted by relevant staff.
- 2.3 To uphold a positive school image within the school community.
- 2.4 To provide volunteers with the support and recognition they deserve.

3 Implementation:

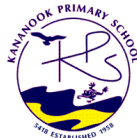
- 3.1 Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- 3.2 Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- 3.3 Volunteers are required to carry out tasks in a manner consistent with school policies and expectations, including maintenance of a professional, cooperative and confidential working environment.
- 3.4 Volunteers wanting to voice concern regarding students, staff or any aspect of schooling should discuss their concerns with the staff member in charge of the program in which they are involved. Volunteers should meet with the Principal or Assistant Principal to further discuss their concerns, in the event that they are not satisfied with initial outcomes, after discussions with program leaders.
- 3.5 Volunteers may be sought to assist with excursions, swimming and camping programs. School Council requires that volunteers assisting with excursions, swimming and camping programs provide a Working with Children Check prior to their participation. Parent volunteers (such as reading helpers in the classroom) whose child ordinarily participates in that activity are exempt from applying for a check but must work under the supervision of the classroom teacher and be visible by the classroom teacher at all times. However, if they volunteer in activities that their child is not a part of, they are required to have a WWC. Working with Children checks of volunteers are the responsibility of those volunteers.

- 3.6 Individuals or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- 3.7 Volunteers will be required to register at the administration office daily, and wear a visitor's badge whilst in the school.
- 3.8 As helping with supervision or mingling with students at play time is not permitted, volunteers will not be required over the recess or lunch break.
- 3.9 If the regular classroom teacher is replaced by a casual relief teacher (CRT) parent volunteers will not be required.
- 3.9 A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- 3.10 Volunteer workers undertaking school-work on behalf of, and with approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- 3.11 A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

4 Evaluation:

- 4.1 Volunteers will be surveyed annually to ascertain perceptions of personal contributions and effectiveness, school support and recognition.
- 4.2 Staff will be surveyed annually seeking judgements of the effectiveness of volunteers in specific school contexts at Kananook Primary School such as the Early Years Literacy Program.

Policy reviewed 2013



Kananook Primary School

VOLUNTEERS AND CONFIDENTIALITY AGREEMENT

I agree to comply with the guidelines contained in the above Kananook Primary School Parent Volunteers and Confidentiality Policy.

Name: _____ Date: _____

Signature: _____

WORKING WITH CHILDREN CHECK

I have provided the school office with a current Working with Children Check Yes No