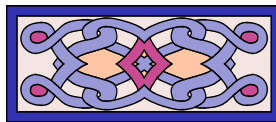




**ST ROSE CATHOLIC PRIMARY SCHOOL
COLLARROY PLATEAU**

VOLUNTEERS HANDBOOK



CONSTANT AND TRUE

Is reflected in our:

- *Pursuit of excellence*
- *Commitment to faith*
- *Service to others*

VISION STATEMENT

At St Rose we aim to create a Catholic learning community which nurtures, inspires and prepares individuals for their future.

MISSION STATEMENT

At St Rose we:

- *Walk together as a faith community on a journey of discipleship in service to others*
- *Provide excellence in teaching and learning so that the potential of each child is achieved*

VOLUNTEER GUIDELINES

Thank you for becoming a St Rose Catholic Primary School volunteer. Your contribution is valued and appreciated by teachers, the Principal and the school community. Volunteering is an unpaid position however, there are many rewards!

It promotes and develops relationships with staff, students and parents. Through volunteering you will gain a better understanding of engagement in twenty first century learning.

It is important that all volunteers are aware that they are subject to child protection legislation.

To be eligible to volunteer you must:

- Complete and sign the *Volunteers Agreement* form.
- Complete a Declaration for *Volunteers/Contractors – Diocese of Broken Bay – Catholic Schools Office*.

When volunteering all Volunteers must:

- Sign on at the front office, and wear a visitors badge whilst in the school grounds.
- Not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

Teachers Role

The teacher is a professional educator responsible for the teaching and learning of all students in their care. The teacher is responsible for;

- Classroom organisation.
- Grouping of students
- Planning, delivering and assessing student learning.
- Making informed professional decisions about individual needs.
- Monitoring student progress.
- Communicating formally and informally with students and parents about individual student's progress and needs.

Volunteer Role

In order for your experience to be pleasurable and rewarding, St Rose has the following expectation of ALL volunteers.

- Liaise with the class teacher.
- Support the teacher's educational program through a variety of classroom tasks/activities.
- Provide students with individual or group support to complete specific programs.
- Keep the group or individual student on task.
- Encourage positive behaviour from students.
- Respect the rights and dignity of each student by not discussing them with other parents.
- Maintain confidentiality of the teacher and students at all times.

1. CONFIDENTIALITY

At St Rose, volunteers operate on the premise of genuine respect and trust for each student and adult. The time you spend in the classroom is only a 'snapshot' of how that class operates and functions on a daily and weekly basis.

The school adheres to the Commonwealth Privacy Legislation and State Privacy Act. This legislation applies to all staff and volunteers. You are not in breach of the law should you disclose any information to the School Principal

Volunteers are given various responsibilities and form many relationships. At times, volunteers have knowledge of sensitive and confidential information. The highest ethics must be observed, valued and practiced by all participants at all times. Therefore, a "Non-Negotiable" for all volunteers is to never mention the name of a teacher or child to others, or complain about the curriculum and resources in the school in or outside our community.

It is vital all volunteers maintain the confidentiality of all members of the school community including; teachers, students and other parents.

Volunteers are expected to adhere to the St Rose Mission and Vision Statement and Beliefs About Learning and consistently apply these values to their role as a volunteer.

Criticism of any child or teacher is not respecting confidentiality and upholding the dignity of others.

2. BEHAVIOUR MANAGEMENT

The school has a clearly defined student Pastoral Care and Behaviour Management Policy. All Volunteers are expected to support and refer all discipline matters directly to the classroom teacher. Volunteers are encouraged to build a positive relationship with the students with whom they are working and encourage respectful behaviour at all times. It is not the role of the volunteer to enforce discipline or accept inappropriate behaviour. Request the assistance of the teacher if a problem occurs.

3. COMPLAINTS

Volunteers are expected to not engage in any inappropriate behaviour towards any student. Although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that any complaint about inappropriate behaviour towards a student is taken seriously and must be handled in accordance with the Child Protection Policy. Such complaints will be referred directly to the school Principal for appropriate follow up.

4. PRESENCE of PRESCHOOLERS

Family involvement is central to the culture at St Rose however the attendance of preschoolers in classrooms and on excursions is unable to be accommodated as it distracts students from their learning and poses WHS risks.

5. CONTACT with YOUR CHILD

As a classroom volunteer you may be asked to work with a group of children which includes your child, it is important to give all children you work with, equal attention. Generally teachers do not allocate class volunteers their own child. It is important volunteers speak with their child to explain their role and responsibilities as a volunteer prior to commencement.

6. ATTENDANCE

Classroom volunteers are asked to inform the class teacher or school office if unable to attend a session so that programs can be adjusted that day. It is important classroom volunteers maintain regular attendance and commence at the designated time negotiated prior to commencement. All volunteers on arrival at school are required to sign the 'Visitors' book located in the school office foyer and wear a school visitor's sticker whilst on school property. Volunteers must then sign out prior to leaving the school.

7. VOLUNTEERING OUTSIDE the CLASSROOM

A variety of excursions are regularly planned throughout the year. These are integral to enhancing students' learning. Volunteers are encouraged to participate and support such activities.

8. EMERGENCIES

Each room has an evacuation procedure displayed on the back or near the door of each room. Familiarise yourself with this and listen for instructions should an emergency announcement be called.

Frequently Asked Questions

- **What if a parent of a child I'm working with wants information? What do I tell them?**
What do I say?
 - I really enjoy working with, but it's not my place to comment on his/her learning. Why don't you have a chat to the teacher?
 - I like being a ... (*Reading/Maths*)... helper, but can't comment about individual children in my group. We all agreed to respect each child and not chat about their work or learning!
- **Should I discipline a 'naughty' child in my care?**
 - Use positive comments that affirm your expectations.
 - If a problem occurs or continues alert the classroom teacher.
- **When should I talk to the teacher about concerns I may have about a child I'm working with?**
 - If you are concerned, speak to the teacher and arrange a time which suits both of you to discuss the matter. Class teachers are not able to engage in conversations with parents during class time.
- **What do I need to know about reading if I'm a reading volunteer?**
 - Teachers will assist volunteers and explain tasks to be completed. Some teachers may ask you to attend training sessions with them prior to commencement.
- **Can I debrief with other volunteers?**
 - NO – maintaining the privacy, dignity and respect for each student through confidentially is essential.
 - If you need to debrief make an appointment to speak to the Principal.
- **Do I go and chat with my own child when volunteering in the classroom?**
 - Do not interrupt their own activities or learning groups.
- **What if I'm late – or cannot attend my roster?**
 - Ring the school Administration Officer and leave a message or email the classroom teacher.



VOLUNTEERS HANDBOOK AGREEMENT

In reading this Handbook it is expected that you understand your role and responsibility as a school volunteer, and you agree to adhere to the guidelines and expectations with confidentiality.

Adhering to the following;

- Liaise with the class teacher.
- Support the teacher’s educational program through a variety of classroom tasks/activities.
- Provide students with individual or group support to complete specific programs.
- Keep the group or individual student on task.
- Encourage positive behaviour from students.
- Respect the rights and dignity of each student by not discussing them with other parents.
- Maintain confidentiality of the teacher and students at all times.

It is expected that you understand that should you breach the volunteer guidelines that you will be asked to cease volunteering for the school.

POLICY DATES			
<i>Formulated</i>	Oct 2015	<i>Adopted</i>	NOV 2015
<i>Implemented</i>	Nov 2015	<i>Reviewed</i>	2018
<i>Next Review Due</i>	2021		
POLICY AUTHORISATION			
<i>Principal</i>	Josie Vescio	<i>Signature</i>	