Volunteer Duty Statement

**Purpose**

St James Primary School acknowledge that volunteers play a vital role in supporting the school to provide a safe, open and nurturing learning environment for all students. This ‘Duty Statement’ provides all volunteers with clear expectations relating to activities that they may wish to participate in at St James Primary School.

Prior to being authorised to commence duties at St James Primary School all perspective volunteers must read and acknowledge their understanding of the agreed workplace arrangements.

**Scope**

This ‘Duty Statement’ applies in general terms to all parents, parent volunteers, members of the Education Board or Parent’s and Friends’ association, student teachers or those on work experience placement and any other person, who volunteer their services to the school.

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| Volunteer Pre-authorisation Requirements  |  |
| 1. Provide and maintain a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) *NOTE: You are not permitted to volunteer without providing a current WWCC.*

*WWCC NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Have applied for a WWCC but have yet to receive it. (Please bring in receipt)* | 🞏🞏 |
| 1. Read a copy of the school’s Child Safety Code of Conduct
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| 1. Provide relevant contact information: Does the school have this on file?

Mobile: Email: | **Y /N**🞏 |
| 1. Have an awareness of the school’s Emergency Management Plan – on display in office foyer
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| Volunteer School Attendance & Participation Requirements:  |  |
| 1. Familiarise yourself with the acceptable & unacceptable behaviours outlined in the school’s Child Safety Code of Conduct. *This may be done via the website or upon arrival at the school.*
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| 1. Sign in & out via the VPass Electronic Visitor Register at the school office.
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| 1. Wear Visitor Identification visibly at all times.
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| 1. Promptly report to the supervising staff member.

*DO NOT attend any other area of the school without* *the knowledge of the supervising staff member.* | 🞏 |
| 1. Follow all instructions provided by the supervising staff member.
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| 1. Work on tasks suitable to skills and experience
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| 1. Never work in isolation with a student.

*The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.* | 🞏 |
| 1. Treating everyone within the school community with respect including students.
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| 1. DO NOT speak aggressively or discipline students.

*Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member*. | 🞏 |
| 1. Maintain confidentiality at all times.

*DO NOT disclose any information relating to school, student performance, social or emotional needs obtained as a result of participating as a volunteer.* | 🞏 |
| 1. At NO TIME take photos or videos of students or staff members whilst volunteering.
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| 1. DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer.

*If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team* | 🞏 |

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| Volunteer Acknowledgement:  |  |
| * *I confirm that I have read and understand volunteering responsibilities at St James Primary School.*
* *I acknowledge and accept that when I have been engaged as a volunteer of the school that no payment will be made to me by the school.*
* *I accept that the school can cease volunteering arrangements at any time.*

Name: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |