



# Volunteer and Parent Helper for Excursion Guidelines

## Volunteer and Parent Helper Guidelines for Excursions

We sincerely appreciate your time and support in helping us run excursions and events. Without volunteers like you, these experiences wouldn't be possible.

At Resurrection School, student safety is our highest priority. All adults working or volunteering in our school share the responsibility of keeping students safe at all times.

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## Important Volunteer Requirements

To volunteer, you must:

- ✓ Hold a current Working with Children Check (WWCC)
  - ✓ Sign our Code of Conduct
  - ✓ Provide references to assess your suitability for working with children (camp only)
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## Volunteer Expectations on Excursions

### Pre-approved Volunteers Only

Only parents/carers who have been organised prior to the excursion are permitted to attend. For safety reasons, families are not able to meet staff or students at public venues unless this has been pre-arranged with the school.

### No Toddlers or Siblings

Toddlers or siblings are not permitted to attend excursions with volunteers, as this impacts supervision and student safety.

### Commitment for the Full Excursion

For safety and adequate supervision, parent helpers must remain for the entire duration of the excursion. Volunteers are not able to leave early, as supervision ratios must be maintained until all students have safely returned to school.

 **Active Supervision at All Times**

Parents attending to supervise students must do so 100% of the time. Volunteers must remain focused on student supervision and must not use laptops or mobile phones, except in an emergency or when directed by staff. Report any risks or concerns to a teacher immediately.

 **Stay Alert & Report Concerns**

If you see or hear anything that may pose a risk to student safety, alert a staff member immediately. Please save our school number in your phone: (03) 9798 4126.

 **Toilet Supervision**

Students must never go to the toilet alone. They should go in pairs under the supervision of an adult.

 **No Photos or Videos**

Volunteers are not permitted to take photos or videos of students. Staff will take photos and share them with families via Compass.

 **Respect Privacy & Confidentiality**

Please do not discuss students or school matters with other parents or community members.

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Thank you again for your support and cooperation—we truly appreciate your help in ensuring our excursions are safe and successful for all students 🌟