



Yarraville West Primary School Volunteers in Schools Guidelines

Volunteers are tremendously welcomed and appreciated at Yarraville West. Many of our programs thrive because of parent involvement, including classroom reading, sports activities and excursions to name just a few! Invitations for parents to assist in the school's programs will be extended regularly through newsletters or directly from teachers.

It is a legal requirement for all school volunteers who are involved in child-related activity to have a current Working With Children (WWC) card. Child-related activity involves direct contact such as during excursions or classroom support and helping with events such as gift and food stalls.

To get a WWC card, go to www.workingwithchildrencheck.gov.au and follow the steps. It's free (though you may need to go to a post office to have your photo taken for a fee).

All volunteers must report to the school office to sign in, and again when finished, to sign out. Once you have your card, you will need to always wear it on a lanyard when volunteering. This helps us to know who is authorised to be in the school, or assisting with a school activity, at any time. If you don't have a lanyard, we can provide you with one.

When working in a school-related activity, volunteers do so with the understanding that their role is to support the teachers and the school's program. If you would like to be a volunteer we request that you follow these guidelines to ensure a successful experience for all.

Please:

- Do not pass opinions on such matters as discipline or teaching styles outside the classroom or school.
- Avoid comparing children and their work. All children learn at different rates and have different strengths and growth needs.
- Give all children equal time and attention where possible.
- Encourage children to be independent – we expect children to try everything themselves before we help them.
- Be aware that you may not be working with your own child.
- Do not try to lift, carry or move a child in any way.
- Tell the classroom teacher if a child discusses a matter that concerns you.
- Be aware that some days/times may not suit individual classroom teachers.
- Be aware that unforeseeable events may mean a timetable change for the class at short notice, and therefore classroom help may not be required.

Confidentiality is essential for all Volunteers. You may see children struggling with work or becoming upset. You might also hear/see other information concerning a child while you are helping. It is vital that you do not share anything about specific children other than with the classroom teacher. The responsibility for informing parents of any concerns about a child remains with the class teacher. (see Information Privacy Act 2000)

YWPS Volunteer Requirements: It is a requirement of all volunteers to have read the YWPS Child Safe Code of Conduct. This document can be accessed by the school's website, or if you would prefer a hard copy, please ask for one at the office. This document outlines clear expectations for appropriate behaviour with children. Volunteers who do not comply with the school's guidelines and Child Safe Code of conduct will be required to relinquish their role.