

# Preston Primary School



## Parent Volunteer Documentation

In accordance with Child Safe Standards, ALL prospective volunteers at Preston Primary School must read, acknowledge and submit the following documentation:

Document:	Tick
<b>1. Working With Children Check</b>	
<i>The School has a current copy of my WWCC</i>	
<b>2. Child Safe Code of Conduct</b>	
<i>Signed, attached</i>	
<b>3. Volunteer Duty Statement</b>	
<i>Signed, attached</i>	
<b>4. COVID Vaccination Status</b>	
<i>Fully Vaccinated (mandatory)</i>	
<i>I'm bringing a copy of my certificate to the Office to copy and file</i>	

<b>Parent's / Guardian's Name :</b>	
<b>Child / Children's Name/s :</b>	
<b>Grade Level/s :</b>	



## *Child Safe Code of Conduct*

1. This Code of Conduct outlines appropriate standards of behaviour by adults towards children.
  2. It is binding all staff members, volunteers and external providers working with children on-site or off-site.
  3. Staff, volunteers and external providers are expected to signify that they have read and understood this Code of Conduct by completing the attached statement which will be recorded and filed appropriately.
  4. All Preston Primary School staff, volunteers and external providers are responsible for promoting the safety and wellbeing of children by:
    - adhering to the Child Safe Policy and other related policies
    - taking all reasonable steps to protect children from abuse
    - treating everyone with respect, including listening to and valuing their ideas and opinions
    - welcoming all children and their families and carers and being inclusive
    - respecting cultural, religious and political differences and acting in a culturally sensitive way
    - modelling appropriate adult behaviour
    - listening to children and responding to them appropriately
    - reporting and acting on any breaches of this Child Safe Code of Conduct, complaints or concerns
    - complying with our guidelines on physical contact with children
    - working with children in an open and transparent way – other adults should always know about the work you are doing with children
    - respecting the privacy of children and their families, and only disclosing information to people who have a need to know
  5. Preston Primary School staff, volunteers and external providers must NOT:
    - seek to use children in any way to meet the needs of adults
    - ignore or disregard any concerns, suspicions or disclosures of child abuse
    - use prejudice, oppressive behaviour or language with children
    - engage in rough physical games
    - discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
    - initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, putting on clothes
    - develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Internet Use
- exchange personal contact details such as phone number, social networking site or email addresses with children
  - have unauthorised contact with children online or by phone
  - contact any child at this school by any form of social media
  - download inappropriate material
6. Staff, volunteers and external providers should avoid unnecessary physical contact with children.
  7. The school has identified that the following are not beyond bounds for physical contact:
    - escorting a young, uncertain, primary aged (particularly), by holding the hand
    - rendering first aid
    - comforting a distressed child by holding the shoulders briefly
    - assisting children with disabilities to complete physical tasks e.g. dressing after a swimming class
    - demonstrating/reinforcing a skill in sports coaching by e.g. showing a student how to hold a bat
    - a congratulatory pat on the shoulders
    - shaking hands

8. Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safe Code of Conduct.
9. The school will conduct workshops and training sessions for staff to ensure that everyone involved with the school understands the requirements of the Code of Conduct and are clear what to do when someone breaches it.
10. Other adults will be advised that if they become aware of any risks adults may pose to children, or that children may pose to each other, in both physical and online environments, they should inform a member of the Leadership Team as soon as practicable.
11. So that all members of the school community, including parents and children, are aware of the Child Safe Code of Conduct, it will displayed prominently in various locations throughout the school and posted on the website.
12. All staff should be aware that unsatisfactory performance procedures in relation to the Child Safe Code of Conduct may be applied as per the Victorian Government Schools Agreement 2013, Schedule 5.
13. If a volunteer or external provider does not comply with the expected standard of behaviour, the Principal will discuss their behaviour with them. Noncompliance can lead to disciplinary action being taken, which may result in the person being asked to leave the organisation.
14. The school will ensure that procedures for raising and managing complaints and consequences for breaching of the Child Safe Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's Complaints & Concerns, Parents Policy.
15. For particularly high-risk activities, such as overnight camps, the school will determine whether or not a specific Code of Conduct is required. This could outline additional topics such as sleeping arrangements, personal care, leaving the site, no drugs or alcohol on site, staff-to-child ratio requirements, etc.

**Child Safe Code of Conduct Agreement**

I have read and understood this Child Safe Code of Conduct and agree to abide by it at all times.

Name .....

Signature .....

Date .....

Principal's Name Janet Paterson

Signature .....

Date .....

Signature of Witness .....





# Volunteer Duty Statement

## Purpose

Preston Primary School acknowledges 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 Preston Primary School

Prior to being authorised to commence duties at Preston Primary school all prospective volunteers must read and acknowledge their understanding of the agreed workplace arrangement.

## Scope

This 'Duty Statement' applies in general terms to all parents, parent volunteers, members of the school council and parents' association, student teachers or those on work experience placement and any other person, who volunteer their services to the School.

Volunteer Pre-authorisation Requirements :	
1. Provide a copy of your current (within 5 years of issue) Working With Children Check (WWCC). <i>NOTE: You are not permitted to volunteer without providing a current WWCC.</i>	<input type="checkbox"/>
2. Read and sign a copy of the School's Child Safety Code of Conduct	<input type="checkbox"/>
3. Provide relevant contact information: does the School have this on file?	<input type="checkbox"/>
Mobile: ..... Email: .....	<input type="checkbox"/>

Volunteer School Attendance and Participation Requirements :	
4. Familiarise yourself with the acceptable and unacceptable behaviours outlined in the School's Child Safety Code of Conduct.	<input type="checkbox"/>
5. Sign in and out via the iPad sign in program.	<input type="checkbox"/>
6. Wear Visitor / Volunteer layard visibly at all times	<input type="checkbox"/>
7. Promptly report to the supervising staff member. <i>DO NOT attend any other area of the School without the knowledge of the supervising staff member.</i>	<input type="checkbox"/>
8. Follow all instructions provided by the supervising staff member.	<input type="checkbox"/>
9. Never work in isolation with a student. <i>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.</i>	<input type="checkbox"/>
10. Treating everyone within the school community with respect including students.	<input type="checkbox"/>
11. DO NOT speak aggressively or discipline students. <i>Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</i>	<input type="checkbox"/>
12. Maintain confidentiality at all times. <i>DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</i>	<input type="checkbox"/>
13. AT NO TIME take photos or videos of students or staff members whilst volunteering.	<input type="checkbox"/>
14. 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. <i>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.</i>	<input type="checkbox"/>

Volunteer Acknowledgement :	
I confirm that I have read and understand volunteering responsibilities at Preston Primary School and accept that the School can cease volunteering arrangements at any time.	
Name: _____	Date: _____
Signature : _____	