



# Preston Primary School

## 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).<br><b>NOTE: <i>You are not permitted to volunteer without providing a current WWCC.</i></b> | <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?<br>Mobile: ..... Email: .....   | <input type="checkbox"/> |

#### Volunteer School Attendance and Participation Requirements :

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|--|--------------------------|
| 4. Familiarise yourself with the acceptable and unacceptable behaviours outlined in the School's Child Safety Code of Conduct.   | <input type="checkbox"/> |
| 5. Sign <b>in</b> and <b>out</b> via the Compass Portal at either the Senior or Junior School  | <input type="checkbox"/> |
| 6. Wear Visitor / Volunteer layard visibly at all times  | <input type="checkbox"/> |
| 7. Promptly report to the supervising staff member.<br><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.<br><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.<br><i>Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</i>  | <input type="checkbox"/> |
| 12. Maintain confidentiality at all times.<br><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.<br><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 : \_\_\_\_\_