



## **VOLUNTEERS POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

Florence Street Blackburn 3130

#### **PURPOSE:**

At Blackburn Lake Primary School we are committed to promoting and protecting the interests and safety of children and actively work to listen to and empower our students. We have a zero tolerance for child abuse.

In line with our Child Safe Policy and Code of Conduct all staff and volunteers at Blackburn Lake Primary School share in the responsibility for the prevention and detection of child abuse. Staff and volunteers at Blackburn Lake Primary School have legal and moral obligations to contact authorities when they are worried about a child's safety. We are committed to preventing child abuse and to identifying risks early, and removing and reducing these risks within our school environment.

At Blackburn Lake Primary School we are committed to the cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

The Volunteers Program at Blackburn Lake Primary School enables volunteer parents/guardians/members of the community to participate as valued members of the Blackburn Lake Primary school community with a goal of enhancing student learning.

#### **AIMS:**

- Enable the learning of students by providing additional support to the classroom program
- Increase partnership between students, teachers and parents/guardians
- Help facilitate the variety and breadth of experiences that students can have whilst at Blackburn Lake Primary School by offering additional skills and experiences.

#### **IMPLEMENTATION:**

The school encourages the involvement of parents through newsletters, parent planners and teacher requests. All volunteers must possess a Working with Children Check valid for the duration of the current school year. This will be recorded in a register by the office staff.

#### **It is the responsibility of classroom teachers to:**

- Collate parent interest and develop volunteer arrangements suitable for their class and routines
- Determine the role of a volunteer and communicate this clearly to both the helper as well as student

#### **It is the responsibility of Volunteers to:**

- Read and become aware of this policy
- Adhere to Blackburn Lake Primary School's Child Safe Code of Conduct
- Maintain a current *Working with Children* Check and provide the office staff with a copy of this
- Communicate their availability with the relevant teacher
- Assist in the classroom according to the direction of the classroom teacher
- 

#### **It is an expectation that Volunteers will:**

- Sign in at the Office Kiosk and wear the visitor lanyard for the duration of their visit
- Adhere to Blackburn Lake Primary School's Child Safe Code of Conduct
- Avoid making educational judgements
- Act on the understanding that all students can learn

- Act on the understanding that students learn at different rates and possess different learning needs
- Refer any disciplinary issues to the class teacher
- Ensure they are comfortable with the role they are taking on
- Use appropriate language at all times and switch mobile phones off or to silent
- Recognise that it is not conducive to effective teaching and learning if young siblings accompany volunteers when assistance is being provided
- Retain student confidentiality at all times
- Respect the privacy of students, parents and teachers
- Avoid mentioning the names or learning needs of other students
- Not publish any photos of students
- Be aware that students can be hurt by 'harmless' remarks from their peers or adults

### **EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL: 12<sup>th</sup> September, 2017**

**PRINCIPAL: Loisia Steed    SCHOOL COUNCIL PRESIDENT: Dan Watts**

### **Relevant Documents & Links**

BLPS Child Safe Code of Conduct  
BLPS Child Safe Policy  
BLPS Child Safe Environment Policy  
BLPS Working With Children Check Policy