Information
For
Volunteers
Thank you for your support, we greatly appreciate your time and effort.

Volunteers are an intrinsic part of a successful school community.

For example, in the classroom and on excursions, teachers have a legal responsibility for the children under their care. A volunteer is welcome and much appreciated by the teacher when assisting and supporting their work.

To better understand the relationship between the volunteer and the rest of the school community this booklet has been produced.

We hope you will find your involvement here satisfying and rewarding.

Thank you for helping enrich the lives of our children.

WHY VOLUNTEER

Volunteers become involved for a variety of reasons. Some of these are:

- The children like to you us involved at school
- It helps all children
- It assists the teacher by giving extra support
- Showing support for the school and maintaining a partnership between home and school
- Improved communication
- Sharing our skills (craft, computers, sport etc) and being a resource for the class teacher
- Feeling part of the school community
- As a common service

WHO VOLUNTEERS IN OUR SCHOOL

Parents
Relatives (especially Grandparents)
Senior Citizens
Scripture teachers and helpers
Mentors & Specialists
Professional interest groups (doctors, physios, police, academics, teachers etc)
High school students
Student teachers
Work experience students

HOW VOLUNTEERS HELP AROUND THE SCHOOL

- Excursions
- In class
- Scripture
- Reading activities
- Maths activities
- SARP – Support-a-reader program
- SAMP – Support a Maths Pupil program
- Library
- Occupational Therapies
- Arts and Crafts
- Class housekeeping (sharpening pencils, pasting, typing etc)
• Class representatives: general help, rosters, welcoming new families, socialising, liasing with staff
• Working bees
• Attend and/pr participate in P&C events and meetings
• Help with band, enrichment program, fundraising etc
• Stand for election as a member of the executive of the P&C or School Council
• Be involved in committees
• Lecture in area of expertise
• Support sporting teams
• Assist at sporting carnivals
• Co-ordinate/organise school banking and/or bookclub
• Interpret for someone whose first language is not English
• Roster for canteen
• Help in the uniform shop
• Help with computers

4 VOLUNTEERS – ROLES, RIGHTS AND RESPONSIBILITIES

CONFIDENTIALITY

Volunteers participating in school activities are in a position to gain information regarding student performance and behaviour, class routines and management. Successful volunteer participation and the success of the volunteer scheme in general, rely upon such information remaining CONFIDENTIAL.

It is essential that all volunteers adhere to the guidelines set out in this booklet

4.1 Role of the volunteer in all school activities:

To assist as directed by the teacher

✓ It is reasonable to expect that the volunteer will:

(i) Supervise groups or individuals according to the teacher’s direction
(ii) Comply with the disciplinary and management procedures as directed by the teacher
(iii) Tell teacher immediately if there are any disciplinary problems

4.2 Rights of the Volunteer

✓ To be given adequate direction to complete the set task

In the event that there is an unresolved problem with the arrangements or the volunteer is in conflict with the teacher for whatever reason, the volunteer may direct their grievances to the stage supervisor.
4.3 **Responsibilities of the Volunteer**

- To maintain **confidentiality** of students and teacher
- To support the teacher
- To arrive only at appointed times and stay as long as directed. In most circumstances it is not appropriate to bring younger siblings. (Please check with your class teacher)
- To inform teacher if unable to attend as scheduled activities may depend upon your attendance.

5 **STAFF USING VOLUNTEERS IN ANY SCHOOL ACTIVITY – ROLE, RIGHTS AND RESPONSIBILITIES**

5.1 **Role of the teacher**

- To teach the students
- To identify areas of need for volunteers
- To direct volunteers in management strategies, teaching, methods of feedback and level of interaction with the children

5.2 **Rights of the Teacher**

- To make use of volunteers if desired
- To be able to ask a volunteer to leave should the circumstances dictate
- To consult with the executive staff if the volunteer arrangements are not satisfactory
- To determine the appropriate number of volunteers for any particular activity

5.3 **Responsibilities of the teacher**

- To direct volunteers and give training and instruction as appropriate
- To maintain control of the class at all times
- To notify volunteers of any changes to school time-tabling that may alter set arrangements
- To liaise with other staff if volunteer time is to be shared or used by another staff member. This will ensure that time and opportunity will not be wasted.