

### Purpose

To enable volunteers to assist in a rich and diverse range of educational activities and experiences in support of school curriculum, while protecting the wellbeing, safety and security of students, staff, visitors and volunteers involved with the school.

### Implementation

- All volunteers will require a satisfactory Working with Children Check or be the holder of a VIT card, if they are coming in on a regular basis or directly working with children.
- In 'one off' situations (such as in the case of a special guest speaker), volunteers will not require a WWCC, however they will need to sign in at the office and be escorted *on and off the premises* and supervised by the teacher in charge, *while at the school*.
- Spectators who are not assisting do not require a Working with Children Check but must sign in on arrival.
- A registered receipt may be accepted while awaiting the issue of the Working With Children Check identification card.
- Volunteers will not be left in charge of a student or group of students without the supervision of a teacher.
- Teacher, parent, volunteer and student confidentiality must be maintained at all times, any concerns that may arise must immediately be referred to a teacher or the Principal.
- Volunteers will sign in on arrival and sign and out on departure from the school.
- Volunteers will wear identification badges while assisting in the Volunteer Helpers' program.
- Volunteers will have an induction appropriate to the volunteer role being undertaken, including responsibilities in relation to confidentiality and emergency procedures.
- No digital images and/or video of activities or students are to be taken unless requested by the teacher in charge.
- Digital images and/or video are not to be published on social media without consent of the individual or in the case of children the consent of the child's parent/guardian.
- A copy of this policy will be provided to all volunteers. A signed copy will be held on file at school.

I have read and understand the Great Ryrie Volunteer Helpers' Policy and agree to abide by these guidelines.

Name: .....Date: .....Signed:.....

**School Council ratified this policy in 2013**

**Next review of this policy is in 2017**