



Newham Primary School No. 1913
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VOLUNTEER GUIDELINES

Thank you for volunteering your time at Newham Primary School.

Volunteer involvement is seen as an integral part of the school's **total** education program. Areas that volunteers commonly assist with are individual or small group reading; assistance in class during writing (sessions) and Maths or when students are using digital technologies. Volunteers may also offer their assistance during Kitchen Garden, book covering, during excursions or to be present for one off topics of interest in an area of expertise.

All volunteers working directly with children must have a valid Working With Children Check.

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our [Child Safety Policy / Statement of Commitment to Child Safety], our Child Safety Code of Conduct and our Statement of Values and School Philosophy. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Newham Primary School.

Newham Primary School will provide any appropriate induction and/or training for all volunteer workers. The principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All volunteers will be provided induction in relation to Newham Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

Volunteers assisting in the classroom or any school activity/event are to work under the direction of the Principal/teaching staff/education support staff.

Volunteers are not to engage in disciplining students, providing first aid etc. Any such issues are to be dealt with by the appropriate staff member.

Related Documents:

[Volunteers Policy](#)

[Visitors Policy](#)

[Respect for School Staff Policy](#)

Excellence: *Resilience* | *Unity* | *Responsibility* | *Respect*

Newham Primary School is committed to safety and wellbeing of all children and young people. **We have zero tolerance for child abuse.** Newham Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. **Every person involved in Newham Primary School has a responsibility** to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.