

## Volunteer Guidelines and Confidentiality Declaration

Parent and volunteer helpers are always welcome at Alphington Grammar School. We continue to work hard to reflect the School's aims of establishing strong relationships between the community, home and school, and involving parent/volunteer helpers fully and actively in the children's learning and in the life of our School. The safety of all students is paramount and the volunteer guidelines and confidentiality declaration have been put in place to protect their wellbeing.

We are happy to encourage parent/volunteer helpers to work within classrooms under the close guidance and direction of the class teacher. Any support offered, as long as it is prearranged with the teacher, is welcomed and valued in helping to support the education of the children in our care.

We recognise that parent/volunteer helpers have a wide variety of experiences and skills which we are keen to find out about and use as much as we can in the classroom. If you have any special interests or skills, please let us know.

### 1. Volunteer Guidelines:

If you would like to be a parent/volunteer, we request that you follow Alphington Grammar School's volunteer guidelines to ensure a successful experience for all.

- All volunteers will need to provide a current valid Working with Children Check Clearance (WWCC).
- All volunteers will need to read the Alphington Grammar School Code of Conduct for Behaviour with children and sign the Agreement to abide by the Code on a yearly basis.
- Sign in at the Front Office before entering the classroom and sign out when you leave the School grounds.
- Avoid comparing children and their work.
- Do not read any child's communication book or diary.
- Do not text or approach a parent of a child after assisting in the classroom.
- Give all children equal time and attention where possible as directed.
- Encourage children to be independent. We expect children to try everything themselves before we help them.
- Be aware that you may not always be working with your own child.
- Do not lift, carry, touch or move a child in any way.
- Tell the classroom teacher if a child discusses a matter that concerns you.
- Be aware that some days/times may not suit individual classroom teachers.
- Arrange a swap and inform the classroom teacher if you are unavailable.
- Do not post any comments about the School or photos of children on social media (Facebook, Instagram, Twitter, Snap Chat, etc.).
- Do not take photos of any children or the classroom environment.
- Leave your phone in your bag on silent at all times.
- Follow the teacher's instructions and lesson plans at all times.
- Wear appropriate clothing and shoes.
- Do not share food with any of the children.
- Do not administer any medicine to any child at any time.
- Use appropriate language at all times.
- Show respect to all staff, students and parents within the School.

## 2. Confidentiality Agreement:

When undertaking the various roles or jobs at the School, we ask you to be aware of the following guidelines regarding confidentiality:

- All children's classroom work, records, results, behavior, special needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom. Discussing children with other parents and community members is not permitted at any time.
- Events and serious incidents do occur from time to time in the School. The circumstances of these situations and the actions taken by the School are best explained to the parents and the community by the School Administration. If you are concerned by what you see or hear in the School, we appreciate you discussing this with the staff member you are working with and/or the Principal. False or misguided information can seriously affect a School's reputation, and more importantly the incorrect perception of an individual student, and it is important that the School handles incidents in a considered and careful manner. You are not permitted to discuss any events or serious incidents outside the classroom and social media is not be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.
- You may be informed by a student or have access to information about a child's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the School. If you feel the information you have receive has the potential to place a child at risk you have an obligation to discuss the matter with the teacher and/or Principal.

## 3. Declaration:

I have carefully read and understood the volunteer guidelines and by signing this form as well as providing the WWCC to the School Office, I agree to abide by the Guidelines and Code of Conduct at all times. I understand the need for confidentiality when working with children within the School and my responsibilities within my role.

Name of Parent/Volunteer	
Signature	
Date	
Mobile	
Email	

Yours sincerely,



Tracey Nicholson,  
Assistant Principal/Head of Primary.