



VOLUNTEER AND VISITORS TO SCHOOL POLICY

Rationale:

At Eastbourne Primary School we are committed to the development of the whole child academically, physically, socially and environmentally. We firmly believe that within a stimulating and caring environment, individual needs can be met to enable all students to reach their full potential.

Volunteers and visitors committed to our student's welfare we believe can contribute to the maintenance of a positive school community and assist students to maximise their potential.

The opportunities for volunteering are based on the overall needs of the school community.

Our volunteer pack lists many ways in which volunteers can help. Where possible we would like to utilise individual's special skills and abilities. These may include:

In the classroom:

- Helping with reading, writing, spelling and maths activities
- Typing stories
- Assisting at sports events
- Assisting on excursions/camps
- Assisting with the swimming, gardening or kitchen programs
- Mentoring
- Assisting with craft activities
- Assisting with painting sessions in the classroom including preparation and clean up
- Accompanying children on walks

School Council:

School Council elections are held annually and members are elected for 2 years. The School Council is the governing body of the school and is made up of staff, parents, community members and volunteers. The School Council carries out much of the maintenance and development work around the school and would very much appreciate the assistance of volunteers with various projects from time to time.

Fundraising:

Fundraising activities are organised throughout the year and include raffles, sausage sizzles and free dress days.

Whole School Activities:

Students enjoy participating in whole school activities such as Book Week. Multi Cultural and Footy Days. Find out how you can help.

Special School Events and Activities:

- Grade 6 Graduation
- Sports Days
- Kitchen/Garden Program, Working Bees
- Fruit Tuesday assistance
- Mentor (Coach) Program

Breakfast Club:

Our Breakfast Club operates every morning and relies heavily on the assistance of volunteers to set up and pack away breakfast items and cook, prepare and serve food to students.

Lunchtime Clubs:

We run a range of lunchtime activities such as Arts and Crafts, Computer, Play Pods, Chess, Gardening, Sporting Activities and games. We welcome any lunchtime activities using your expertise.

Lost Property:

Volunteers can help with ensuring that lost property is returned to its rightful owner. Items of school uniform that is not named and claimed is washed and placed in the second hand uniform for re-distribution.

Library:

- Laminating
- Preparing materials for individual classrooms
- Cataloguing new resources
- Putting away books

Volunteers are a valuable asset to our school community. With their help we are able to undertake projects, conduct events and activities that may not happen without the time, commitment and support of volunteers.

VOLUNTEERS ARE VALUABLE MEMBERS OF OUR SCHOOL COMMUNITY!		
NAME:		
ADDRESS:		
DATE OF BIRTH:	HOME PHONE:	MOBILE:
EMERGENCY CONTACT NAME AND PHONE NUMBER:		
AREAS OF INTEREST:		
EXPERIENCE (IF ANY):		
AVAILABILITY:		
COVID19 DIGITAL CERTIFICATE DOCUMENT NUMBER: ___ ___ ___		
WORKING WITH CHILDREN CHECK PROVIDED? YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING <input type="checkbox"/> NUMBER:		
WILL YOU REQUIRE TRAINING AND SUPPORT?		
CONFIDENTIALITY AGREEMENT		
<p>I understand that as a volunteer at Eastbourne Primary School I may become aware of information regarding the education, social, emotional or financial situation of individuals associated with the school. I give my undertaking that I will not disclose any personal information that I have accessed in my role as a volunteer to any person not authorised to receive that information.</p> <p>I understand that individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.</p> <p>All staff, volunteers and board members of Eastbourne Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. Please refer to the Eastbourne P.S. Child Safe Standards Code of Conduct and Child Safety Policy.</p>		

By signing the declaration I agree to adhere to this Code of Conduct and Child Safety Policy (please see over):

Signature: _____

Date: _____

OFFICE USE ONLY

Copy of Working With Children Check Attached:

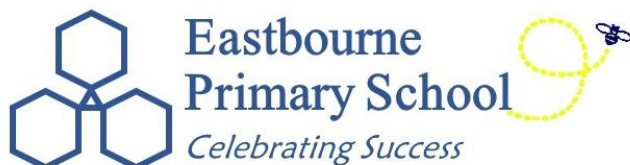
Copy of Covid19 Certificate Attached:

Staff Member Responsible for Volunteer:

Tasks Assigned:

Start Date:

Days Available:



Allambi Avenue
Capel Sound, Victoria 3940
ABN: 30 538 709 194
Phone: **03 5986 4884**
Email: eastbourne.ps@education.vic.gov.au

Child Safe Standards – Code of Conduct

All staff, volunteers and school councillors of Eastbourne Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Eastbourne Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Eastbourne Primary School's child safe policy and procedures at all times and upholding Eastbourne Primary School's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding in accordance with the procedures to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that an adult is not left alone with a child
- reporting any allegations of child abuse to Eastbourne Primary School's leadership, and ensure any allegation is reported to the police or the Department of Health and Human Services
- reporting any child safety concerns to Eastbourne Primary School's leadership in accordance with the procedures
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe following the instructions of relevant authorities
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any ‘special’ relationships with children that could be seen as favouritism that does not reasonably support the development and/or wellbeing of the child (for example, the offering of gifts or special treatment for specific children which may be construed as unnecessary and/or damaging to the child’s wellbeing or development)
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse (for example, by locking doors)
- assist with or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without school leadership’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to leadership.

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By observing these standards you acknowledge your responsibility to immediately report any breach of this code to leadership.

If you believe a child is at immediate risk of abuse phone 000.

If you believe a child is in need of protection as a result of physical injury or sexual abuse, and the child’s parents are unable or unwilling to protect the child phone the Department of Health and Human Services 1300 655 795.

If you have significant concerns about the wellbeing of a child phone ChildFIRST 1300 721 383.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

REVIEW CYCLE

This policy was last updated November 2023 and is scheduled for review in November 2025.