

ADULT VOLUNTEERS POLICY

PURPOSE

To encourage active involvement of families in the life of the school.

To make use of the skills of adults within the community.

To enhance the safety of both students and volunteers at school.

GUIDELINES

- Staff are encouraged to find meaningful and inclusive ways for parents/whanau to be involved in the life of the school.
- Volunteers are given appropriate information and training for their assigned tasks.
- Volunteers are made aware of privacy and confidentiality requirements related to students, families/whanau and staff.
- The teacher who assigns the task to the volunteer is ultimately responsible for the students and the activity.
- Police vetting of volunteers is conducted in accordance with school policy.
- Volunteers are to work within reasonable proximity of school staff.
- Volunteers are made aware of school rules and behaviour management practices.
- Volunteers are to report inappropriate student behaviour promptly to a staff member.
- Volunteers are made aware of school emergency procedures. Where activities are away from school premises, teachers give volunteers clear instructions for each situation.
- Volunteers are to take steps to avert any immediate danger to students and report the matter immediately to a teacher.
- Where a student is injured, a staff member is contacted immediately (another student may be sent to do this).
- The contribution of volunteers is acknowledged appropriately.

REVIEW

- This policy will be reviewed in line with the self-review schedule.
- The review may include a volunteer and staff survey.
- The board will report back to families and staff.

REVIEW DATE

SIGNED **CHAIRPERSON**

DATE