**Sherwood Grange Public School *Our focus is on EVERY CHILD***

**Volunteers Code of Conduct**

Throughout the school year, teachers need volunteers to assist in classrooms, school programs, performing arts, P&C initiatives (e.g. Mother’s Day Stall) and sports programs and/or other school initiatives.

**Parents/carers and other volunteers assisting with school activities do so on the understanding that:**

* teachers are responsible for the learning programs and discipline within the classroom and/or school;
* teachers have the ultimate responsibility for students under their care for the duration of their time at school;
* they support the sensitivity and confidentiality of all students;
* they support the expertise and experience of the teachers in the classroom;
* they do not bring pre-school age children into the classroom or to the activity;
* their conduct and manners should at all times be acceptable and an appropriate model for all students;
* they should sign themselves in and out in the attendance folder at the front office when participating in school activities;
* they wear a **SCHOOL VISITOR** badge as identification whilst assisting students;
* they have completed and signed the “Working with Children Declaration” including the 100 point Identification Check, available at the office, before undertaking any volunteer/student assistance at the school in the first instance;
* they report safety concerns, injuries or emergencies to a member of staff;
* they minimise noise or disruption to classes whilst on school grounds.

**Confidentiality is of primary importance.**

***All parents/carer volunteers agree not to discuss any information they obtain at school with anybody, other than classroom teachers or the Principal.***

Any parent/carer or volunteer not fulfilling these requirements may be excluded from the volunteer program.

Your cooperation is greatly appreciated, so that we can maintain a safe, supportive and positive learning environment for every student and staff member at Sherwood Grange Public School.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/caregiver of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and accept the Code of Conduct for volunteers at Sherwood Grange Public School.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_