

## Volunteer Statement of Responsibility – Classroom-based Volunteer



### Volunteer Purpose

Volunteers make a highly valuable contribution to our school community and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

### Purpose of Position

The purpose of a classroom-based volunteer is to assist teaching staff to support student learning outcomes.

### Key Contributions

Under the direction of the classroom teacher undertake tasks such as:

- supporting students, either individually or in groups, to engage with classroom learning experiences
- preparing and clearing way learning materials
- producing printed materials to support student learning, which may include copying, collating, stapling, binding, folding, cutting and laminating

### Volunteer safeguarding responsibilities

All volunteers must adhere to the Volunteer and Other Personnel Code of Conduct and the following standards of conduct during their engagement as a volunteer.

#### DO

- Promote the best interests and human rights of children and young people.
- Treat all children and young people with dignity and respect.
- Respect the diverse backgrounds, characteristics and beliefs of children and young people.
- Create environments that are inclusive and culturally safe for all children and young people.
- Listen and respond to the views and concerns of children and young people.
- Maintain proper personal and professional boundaries with children and young people.
- Respect and protect the privacy of children and young people.
- Actively manage risks to the safety and well-being of children and young people.
- Promptly report all abuse concerns, disclosures, complaints and incidents.
- Take prompt action to ensure the safety of a children and young people who may be at risk of abuse.

#### DO NOT

- Have unnecessary or unauthorised physical contact with a child or young person.
- Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
- Be excessively familiar or develop a 'special relationship' with a child or young person.
- Use abusive, obscene or sexual language towards or in the presence a child or young person.
- Show a child or young person sexual or pornographic images.
- Interact with children or young people while under the influence of liquor or drugs.
- Unlawfully supply a child or young person with liquor or drugs.
- Unlawfully disclose personal or sensitive information about a child or young person.
- Take or share images of a child or young person without full and proper consent.
- Unlawfully discriminate against a child or young person.

### Working with Children Check Requirements

- All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are exempt. A volunteer who is a parent of a child attending the school is exempt.

Approver: Margo Carwardine  
St Peter Chanel School Principal

Issue date: 01/06/2021 Next review date: 01/06/2022