

## Panaga School – Volunteer Guidelines

Thank you for volunteering to assist students at Panaga School. The following guidelines and procedures have been established to support volunteers and staff at Panaga School to work together for the benefit of our students. Acceptance of and adherence to these guidelines and procedures are mandatory to participate as a volunteer in Panaga School.

### Volunteer Guidelines:

- Parents or members of the community who have been approved by the Principal or Deputy Principal are the only volunteers able to assist in classrooms – please do not send aunts or friends in your place to assist if unable to maintain a volunteer commitment. If you have volunteered to assist and cannot make it, please contact the class teacher to inform them of your absence so that a suitable replacement can be arranged.
- There are clearly designated bathrooms for adults at Panaga School. Please do not enter bathrooms assigned to children.
- Volunteers must sign in and out from the school foyer.
- Volunteers are not to be on their own with children.
- No Smoking while volunteering with children.
- Volunteers are required to be respectful of cultural, social, and religious differences. Please consider the diversity of different cultural groups and if unsure, ask teachers for guidance.
- Confidentiality - Please do not photograph students or share private information with others about any students.
- At all times the class teacher is responsible for the students and must be able to be in view of any volunteer working with students.
- The role of volunteers is broad and under the direction of the class teacher.
- Please note parent volunteers will not always be assigned to work with their own child. This will depend on the situation and need of the class.
- Student Concerns - report discipline, academic or social/emotional concerns to the teacher.
- General Concerns – if at any time the volunteers do not agree with any process or situation, please discuss this with the teacher in charge in the first instance. Negative conversations based on personal perceptions about school observations or opinions in the general community or on social media can work against the positive relationships of our school community. Thank you for supporting a culture of respect and positive relationships.

Thank you for offering to be a volunteer at Panaga School. Please do not hesitate to contact a member of our Principal or Deputy Principals if you would like to discuss any of this information further.