



# Newtown Public School

*Together we grow*

## Code of Conduct for Community Volunteers

Parents, carers and community members are encouraged and welcome to volunteer at Newtown Public School. As volunteers, parents, carers and community members enter into a partnership with the school that is based on shared responsibility and mutual respect.

The role of a community volunteer is to support student learning as directed by the classroom teacher. This may involve support in classrooms throughout the school or assisting with events and programs such as excursions, debating and clubs.

For equity reasons, particularly in our K-2 classrooms, it is important that the number of community volunteers is consistent across classrooms, so volunteers will be organised based on areas of need. A maximum of 2 classroom volunteers for all literacy and numeracy sessions will be observed, whereas for lessons such as design and make or visual arts, larger number of volunteers can be accommodated. As a community volunteer, please be aware that you may not always be volunteering in your own child's classroom. This is to ensure equitable access to support for all learners at our school.

### **Requirements to participate as a community volunteer:**

- Always sign in when you arrive, and sign out when you leave, at the front office.
- Always wear your visitor badge when on site.
- Check in with the classroom teacher when you arrive to be given instructions for the session.
- Support teachers in working with students at their own readiness level by not comparing children and their work.
- Be respectful of all students' privacy in relation to their classwork, behaviour and social interactions.
- Encourage children to be independent in their learning tasks.
- Understand that discipline and student behaviour management is always the sole responsibility of the teacher. If you need support in this area, please notify the teacher immediately, so they can intervene.
- Let the classroom teacher know if a child discusses any matter that concerns you at the end of the lesson.

### **Confidentiality – your obligations and responsibilities.**

Teachers are highly trained and experienced in managing the many complex, diverse and fluid variables present in every classroom. They make decisions with regards to learning activities, behavioural interventions and classroom management strategies based on specific situations and information that may not always be transparent to you as a community volunteer. We ask you to respect the autonomy of all teachers by reserving judgement and comment, and supporting teachers in their professional judgement.

- As a community volunteer, you will observe learning, behavioural and social interactions among students. Community volunteers are not to discuss any information they obtain at school with people, other than the classroom teacher, an assistant principal or the principal. It is vital that you do not share any information about students with friends, family or the child's parents/carers.
- As schools are mandatory reporters with NSW Family and Community Services, any disclosure by students made to you as a community volunteer must be reported to the classroom teacher, an assistant principal or the principal.
- The classroom teacher has sole responsibility of informing parents/carers about any learning, social or behaviour concerns about their child. If you have any concerns or questions, please speak to the classroom teacher.
- Any information that you require about children you are supporting will be shared with you by the classroom teacher, where appropriate. In the interests of student confidentiality, please do not ask for specific details as the teacher may not be in a position to share these with you.

Working hand in hand to support students at school is a rewarding experience for volunteers and teachers alike. Ensuring the establishment of clear expectations for all parties means that teachers can keep teaching and learning as their main focus.

**How to become a community volunteer:**

- Please carefully read the Expectations for Community Volunteers above.
- Provide the administration staff with your Working with Children Check (WWCC) number/OR provide 100 points of ID.
- Complete the declaration form for volunteers at the front office.
- Sign the form below.

**Please complete declaration below:**

I understand that my capacity to volunteer as a community volunteer is dependent on fulfilling the above requirements.

I understand community volunteers who do not fulfil these requirements may be requested to withdraw from volunteering at the school.

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

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