



Holy Family Primary School
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'We endorse Parramatta C.E.O. policies, procedures & guidelines.'



Volunteer Parent/Carer Code of Conduct

Holy Family Primary School, celebrates the opportunity for partnership between parents and staff in educating our students. One opportunity to develop such partnership is through in-school and in-class programs where staff and parents work side by side to assist students in developing their academic learning and social skills.

To ensure that respectful relationships are established, the following guidelines aim to:

- Provide a guide in order that issues are dealt with in an open and fair manner
- Ensure that the rights of students, parents and staff are respected and upheld
- Support sensitivity and confidentiality
- Outline agreed actions and solutions.

Parents and other volunteers assisting with activities do so on the understanding that:

1. They have completed the Volunteer's Online Training Module accessed through the HFS website
2. Teachers are responsible for the programs operating in the classroom and/or school
3. Teachers are in charge, and have ultimate responsibility for, the safety, care and welfare of all students
4. They accept joint responsibility for children under their care for the duration of the time they are assisting at school.
5. Volunteers should co-operate with teachers in charge to ensure the safety and welfare of students.
6. Unless otherwise agreed, volunteers must speak to all students in English so that staff can understand all dialogue that is used
7. Volunteer's conduct and manners should at all times be acceptable and appropriate model to students.
8. Volunteers may not smoke on the school grounds, nor can they have consumed alcohol prior to working at the school.
9. Volunteers must sign in at the school office, and wear a visitor's badge while on site.
10. Confidentiality is of prime concern. Volunteers may not discuss any information they obtain at school with anybody, other than the classroom teacher, Assistant Principal or Principal.
11. Volunteers cannot discuss the progress of their child with the class teacher while assisting in class.
12. Volunteers cannot take photos of students during activities in which they are assisting
13. Volunteers must not post comments or photos on social media sites – Facebook, Instagram, Twitter etc
14. Volunteers may not discipline students – they may simply bring the behaviour to a staff member's attention. However, common sense would apply where a child is at risk of harm.

15. Volunteers can be asked to leave the school site/ activity, by a staff member if:

- i) assistance is no longer required
- ii) volunteer's presence is disturbing, or distracting to any student or teacher
- iii) the volunteer is not in control of their emotions

16. Schools are mandatory reporters with Family & Community Services (formerly DOCS), any disclosures by students made to parents and volunteers, must be reported to the Principal or their nominee.

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

VOLUNTEER'S NAME: _____

CONTACT NO. _____

- I have read and understood these guidelines.
- I agree to be bound by these when assisting at Holy Family Primary School, Granville East.

SIGNED: _____ DATE: _____

This Code of Conduct will be kept on file for the duration of your relationship with Holy Family. It will be filed in a secure location, along with copies of your Working with Children Check, and the notification of your successful completion of the online training module. You will be provided with a copy of this signed Code of Conduct document for your files.



Mrs. S. Guilfoyle
Principal