

## Brookvale Public School Volunteer Information

Thank you for volunteering your time, skills and efforts at Brookvale Public School. We greatly value the support of the school community in providing an excellent education for our students. Throughout the school year, volunteers will be invited to assist in classrooms, the canteen/library or at special events etc.

The staff at Brookvale Public School are committed to providing a safe learning environment that enhances the physical, educational and social development of our students. Volunteers are all equipped with many skills which can complement school programs, thus providing a wider range of positive interactions and experiences for our students.

Volunteers are one of the greatest resources a school can have, with numerous benefits for the school and for parents including:

- An opportunity to be actively involved in your child's education
- Building a strong, positive relationship with the school
- Learning the skills to assist you in helping your child
- Modelling positive relationships and collaboration to children
- Assisting in creating a positive school culture with an involved community

As a volunteer, please ensure that you follow the following guidelines:

- Have completed the necessary paperwork to volunteer at the school
- Notify the office or the person you are coming to see if you are unable to attend or are running late
- Sign in at the office on your arrival and wear a visitor badge when volunteering
- Respect confidentiality
- Notify the office in the event of a work related accident or injury
- Take reasonable responsibility for health and safety at work including reporting unsafe working conditions

We will ensure that you receive appropriate support and supervision when you are volunteering and provide a safe working environment for you.

Please ensure you have completed the following documents and handed them to the office before commencing volunteering at Brookvale Public School:

- Appendix 5 – Declaration for volunteers for 2019
- 100 Points of Identity-passport/ birth certificate-70 points , Drivers licence-40, council rates notice-35, medicare card- 25 (a few examples)
- Sign the Volunteer Confidentiality Agreement form

Thank you again for volunteering your time at Brookvale Public School. We look forward to a great partnership.

## School Volunteer Confidentiality Agreement

### Rationale:

*At Brookvale Public School we acknowledge parents as the first educators of their children and strongly encourage them to be involved in the education of their children. It is our hope that parents will join in partnership with the staff of the school as a learning community and work together to provide quality education for our students.*

*At all times, parents who volunteer to work in these situations are formally and informally given access to certain information about students, teachers and class activities. Out of respect for Privacy legislation, the rights of students, staff and other parents and courtesy, all parent volunteers need to be mindful of confidentiality and ensure that they do not share or discuss any information or facts that they see or hear at school*

### Agreement:

Brookvale Public School respects the privacy of our students and staff. We are committed to protecting privacy by keeping school matters confidential. We want to foster positive relationships with our school community, while maintaining a level of privacy among our volunteers.

I acknowledge that during my time as a volunteer I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behaviour, disabilities, and related matters should not be discussed directly or indirectly with others.

I, \_\_\_\_\_, agree not to discuss the names of all students and staff members, information regarding discipline issues, health concerns or other school or student related issue with other individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date