

PARENT VOLUNTEER AGREEMENT

As a Parent Volunteer at St Emilie's,
I agree to the following whole school **expectations**:

I will:

- contact the School Office if I am unable to attend my commitment
- sign in at the School Office before and after helping in the classrooms
- be an excellent role model for all students
- work under the professional direction of staff
- follow all school policies
- while keeping them informed, allow the teacher to deal with all discipline issues
- maintain **confidentiality** at all times – in and out of the classroom by not passing on information or observations to anyone else other than the teacher
- report any issues of concern to the teacher
- speak in a kind, friendly way to all students
- establish and maintain a rapport with students and staff based on mutual respect
- be properly dressed for the day
- turn off mobile phones (or leave them in silent mode while helping in the classroom)
- leave younger child(ren) with a carer while helping in the school
- follow the school's evacuation plan
- read through the Parent Volunteer Policy
- attend any parent volunteer briefing sessions when offered

I have a right to expect:

- to be well informed of the tasks expected of me
- the task/s I am to be involved in to be prepared and organised by the teacher
- good manners and acceptable behaviour from students
- to be treated with respect from staff
- that the teachers will deal with any discipline issue that arise
- to be notified if sessions are cancelled or the timetable has changed

I have read and understood the guidelines in the *Parent Volunteer Policy*, and **I agree to abide by these expectations**, so that all members of the school community will benefit from my support while volunteering at St Emilie's.

Name of parent volunteer: _____

Signature: _____

Date: _____





ST EMILIE'S PARENT VOLUNTEER POLICY

Guidelines

To be a parent volunteer at St Emilie's, there are several expectations. These are outlined to assist you to understand how you can best help out, and to ensure that volunteering is a positive experience for everyone.

1. **Commitment** – Identify a particular day and time when you are available to help based upon teacher need. Please email your class teacher to indicate your availability.
2. **Sign in** - at the School Office before and after attending a classroom as a volunteer.
3. **Confidentiality** – Working in the classroom gives you the opportunity to learn a lot about the the classroom program and the students as learners. It is very important that all parent volunteers maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about other children. Any queries or concerns should always be directed to the child's teacher. Information gained from your experience at our school must not be shared with any other person(s), except the teacher with whom you are assisting. If confidentiality issues are compromised, the support opportunity afforded you will be reviewed.
4. If you find that parents who are friends ask about the progress or behaviour of their children in the classroom, it is very important that you refer them back to **the class teacher**.
5. **Interaction with students** – follow the guidelines of the teachers to manage the student's behaviour. All associated discipline issues must be reported to and dealt with by the student's teacher. If in doubt – ask the teachers for advice. Again, is not appropriate for a parent volunteer to talk to another person's child about incidents in school, even if the incident involves their own child. If you have any concerns with someone else's child at school – refer it to the teacher.
6. **Other siblings** – Parent volunteers are not to bring other children when helping in the classrooms. This is to ensure that you will be able to focus your attention and effort to helping the students, and play a helpful role in the smooth running of the task you have been assigned.
7. **Ask** – Please never hesitate to ask if you are not sure about something – or to ask for advice if you feel something you are doing is not working well. We will do whatever we can to ensure your time with us is rewarding.

Thank you for your contribution to our school. By sharing your time and talent you are helping to make our school a great place to belong to!