Responsibilities of a Volunteer

Volunteers should be provided with:

● access to, or a copy of, the school’s Child-Safe Policy and Code of Conduct information
● induction via a Classroom Helpers’ Course
● a copy of this Responsibilities of Volunteer form
● information about communication lines within the school
● appropriate occupational health and safety protection
● suitable assignment
● appropriate work area and equipment for the assignment.

Volunteers have a responsibility to:

● make an informed decision to work as a volunteer with a school
● undertake work induction and training as required
● comply with the school’s Child-Safe Policy and Code of Conduct
● work on tasks suitable to their skills and experience
● behave in an ethical manner
● keep school matters confidential, including those relating to students
● be committed to the school’s aims and objectives
● inform the appropriate teacher when unable to undertake or complete a task
● use appropriate information channels within the school when needing information, support, back-up, supervision or review
● be aware of the limits of their role within the school
● be aware of their duty of care to students
● comply with occupational health and safety policies and practices
● act as a member of the team
● maintain a Working with Children Check
● be aware of protocol when representing the school.

I confirm that I have read and understand the responsibilities of a volunteer at SPJE School. I acknowledge and accept that I have been engaged as a volunteer of the school. I understand and accept that the opportunity for volunteering at school will vary according to demands of the programs and events.

Signature: _________________________________  Date: ______________________