



Volunteer Guidelines and Confidentiality Declaration

Dale Christian School - Vision and Mission

Our vision is to offer affordable, quality, Christ-centred education and to equip our students with skills and strong values that encourage them to pursue excellence spiritually, academically and socially.

We strive to ensure that every student who attends, will clearly hear the claims of Christ over their lives in areas of management, curriculum and teaching practices. We seek to provide opportunities for students to learn in a peaceful, Christ-centred environment, where there is a sense of meaning and security. Where families are able to see the love of God at work and the Holy Spirit is able to minister to all members of the school community.

Our students should demonstrate respect and have the courage to make decisions which are not necessarily popular, but righteous. Our students will have a sense of fairness and justice. Dale will strive to equip them to become effective life-long learners with strong resiliency, flexibility and problem-solving abilities. (Micah 6:8)

Version Management

Version	Date Published	Changes Made	Author of Changes	Board Approved
1	2019 05 10	New document drafted	Admin	
2	2020 03 14	Statement changed, taken Department ED Out, changed what this form is about, replaced paedophilia with National Principals, changed troupes to groups. Added: Classes visiting (at end of signing)	FJ	
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Dale Christian School is a child safe organisation and seeks to always uphold the National Principles for Child Safe Organisations (Australian Human Rights Commission) in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people.

VOLUNTEER GUIDELINES AND CONFIDENTIALITY DECLARATION

Parents and volunteer helpers are always welcome at Dale Christian School. We continue to work hard to reflect the school's aims of establishing strong relationships between the community, home and school, and involving parent's/volunteer helpers fully and actively in the children's learning and in the life of our school. The safety of all students is paramount and the volunteer guidelines and confidentiality declaration have been put in place to protect their wellbeing.

We are happy to encourage parent/volunteer helpers to work within classrooms under the close guidance and direction of the class teacher. Any support offered, as long as it is pre-arranged with the teacher, is welcomed and valued in helping to support the education of the children in our care. We recognise that parent/volunteer helpers have a wide variety of experiences and skills which we are keen to find out about and use as much as we can in the classroom. If you have any special interests or skills, please let us know.

Volunteers are also needed on overnight camps, excursions, incursions and canteen.

If you would like to be a parent helper/volunteer, we request that you follow these guidelines to ensure a successful experience for all.

Please:

- sign in at the front office before entering the classroom and sign out when you leave school grounds.
- avoid comparing children and their work.
- do not read any child's communication book or diary.
- do not text or approach a parent of a child after assisting.
- give all children equal time and attention where possible.
- encourage children to be independent - we expect children to try everything themselves before we help them.
- be aware that you may not always be working with your own child.
- do not lift, carry or move a child in any way.
- tell the staff member if a child discusses a matter that concerns you.
- be aware that some days/times may not suit individual classroom teachers.
- arrange a swap and inform the staff member, if you are unavailable.
- do not post any comments about the school or photos of children on social media (Facebook, Twitter, Instagram etc.)
- leave your phone in your bag on silent at all times. (When appropriate)
- do not take photos of any children or the classroom environment.
- follow the staff member / teachers' instructions and lesson plans at all times.
- wear appropriate clothing and shoes.
- do not share food with any of the children.
- do not administer any medicine to any child at any time.
- use appropriate language at all times
- show respect to all staff, students and parents within the school.

CONFIDENTIALITY AGREEMENT

When undertaking the various roles or jobs at the school, we ask you to be aware of the following guidelines regarding confidentiality.

- All children's classroom work, records, results, behaviour, special needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom. Discussing children with other parents and community members is not permitted at any time.
- Events and serious incidents do occur from time to time in school. The circumstances of these situations and the actions taken by the school are best explained to the parents and the community by the school administration. If you are concerned by what you see or hear in the school, we appreciate you discussing this with the staff member you are working with and/or the principal. False or misguided information can seriously affect a school's reputation, and more importantly the incorrect perception of an individual student, and it is important that the school handles incidents in a considered and careful manner. You are not permitted to discuss any events or serious incidents outside of the classroom and social media is not to be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.
- You may be informed by a student or have access to information about a child's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the school. If you feel the information you receive has the potential to place a child at risk you have an obligation to discuss the matter with the staff member, teacher and/or principal.

Please sign and return the form below to the child's teacher or staff member, to acknowledge that you have read and understood the volunteer guidelines. You will not be permitted to volunteer in the classroom until you have signed both this form and the Confidential Declaration form on page 4 of this package.



DALE CHRISTIAN SCHOOL VOLUNTEER GUIDELINES AND CONFIDENTIALITY FORM

I _____ have read the school's guidelines (above) on volunteers and understand the need for confidentiality when working with children within the school. I will adhere to the guidelines at all times and understand my responsibilities within my role.

Signed

Date

Principal

Date



CONFIDENTIAL DECLARATION FORM

INFORMATION ABOUT THE CONFIDENTIAL DECLARATION FORM

What is this form about?

The Child Safe Organisation Framework, as identified for Department of Education Renewal of Registration (Non-Government School Regulation) has guided the development of policies and procedures at Dale Christian School. (Australian Human Rights Commission).

Dale Christian School is a child safe organisation and seeks to always uphold the National Principles for Child Safe Organisations in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people. The CONFIDENTIAL DECLARATION form is designed to help with this Child Safe Framework and Dale Christian School as a Child Safe Organisation.

The CONFIDENTIAL DECLARATION form is for persons who are not Dale Christian School employees, but who do require access to Dale Christian School and who will be with or near the students e.g. Musical groups, visiting artists, performers, trades-people carrying out repairs, parents and volunteers assisting with students at schools or on excursions (see Excursions Policy) etc.

By completing this form, you will help Dale Christian School to ensure that our school are a safe place for our students.

Confidentiality

Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the school premises or accompanying students on excursions.

Completed forms will be treated with the utmost confidentiality at all times.

Thank you for taking the time to read this information.

CONFIDENTIAL DECLARATION

For persons requiring access to schools who are not employees of Dale Christian School.

Please read carefully and tick one of the boxes below.

(1)	I declare that I <u>do not have</u> any convictions, circumstances or reasons that might preclude my working with or near children.	
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(2)	I declare that I <u>do have</u> convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. _____ _____ _____ _____ (Please attach a separate piece of paper if required)	
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I certify the accuracy of the above information. I am aware that I may be required to provide a criminal record clearance if it is considered necessary to verify the information provided.

Your name: _____ Relationship to child(ren) _____

Children's names and class: _____

Signature: _____ Date: _____

Company: (if relevant) _____

Address: _____

Phone: _____

Purpose of Visit: _____

Classes you will be visiting (If Known): _____

NB: YOU MUST COMPLETE THIS FORM TO ENABLE YOU TO HELP IN ANY CAPACITY WITHIN THE SCHOOL INCLUDING MORNING READING WITHIN CLASSROOMS.

