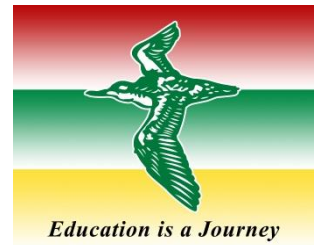




## Yolla District High School

School Lane YOLLA TAS  
Post Office YOLLA, TAS 7325 Australia  
Ph (03) 6438 1188 Fax (03) 6438 1405  
Email [yolla.district.high@education.tas.gov.au](mailto:yolla.district.high@education.tas.gov.au)  
web [www.education.tas.gov.au](http://www.education.tas.gov.au)



# PARENT, CARER AND VOLUNTEER CODE OF CONDUCT POLICY

Yolla District High School would like to thank you for volunteering in our school and for supporting our students' learning, and the improvement of the School's environment.

Children learn by the examples set by adults.

In order to maintain a safe, happy and harmonious school environment, we ask that you please observe the following guidelines whilst visiting the school.

## VOLUNTEERS

A volunteer is anyone who undertakes a volunteer role within the school (i.e. classroom helper, canteen worker) or who represents the school community (i.e. School Association, Parents and Friends etc.)

- Under the *Registration to Work with Vulnerable People Act 2013* school-based volunteers must be registered and hold a Working with Vulnerable People card. Please see the school office for more information.
- Volunteers are required to sign in and out at the office during school operating hours, and wear a volunteer or visitor badge as identification.
- Volunteers are asked to observe Departmental and school policies and guidelines with respect to
  - No smoking on Departmental grounds or buildings
  - Mobile phone turned off or on "silent" mode during class time
  - Safe food handling, washing of hands and wearing of gloves during food preparation or selling
- **Confidentiality is of prime importance.** Volunteers are not to discuss information they may obtain at school with anybody other than the classroom teacher or the Principal.
- Volunteers should cooperate with teachers in charge to ensure safety and welfare of students.
- Volunteers' conduct and manners should at all times be acceptable and an appropriate model for students.
- It is expected that volunteers support respectful behaviours, and uphold all school community members' rights to
  - Be Safe
  - Be Respected
  - Learn
  - Be Included
- Volunteers are to follow school procedures, rules and decisions. If a problem or issue arises it needs to be brought to the attention of the teacher or Senior Staff promptly and at an appropriate time. Open and direct communication is vital.
- Any personal injury whilst on site should be reported to the office and an incident report will be completed.
- Volunteers assume responsibility for their personal belongings.

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

## PARENTS / CARERS

Yolla District High School encourages parent support and believes engagement in the classroom to be an extremely valuable and rewarding experience for your child, and yourself!

Parents and carers are welcome to visit our school, whether it is to volunteer in the classroom, be part of a class activity, to discuss the progress or welfare of your child, express concern about actions of other students or staff, or enquire about school policy.

In order to ensure everyone who visits our school is able to do so in a safe and harmonious manner parents and carers are expected to:

- Under the *Registration to Work with Vulnerable People Act 2013* school-based volunteers must be registered and hold a Working with Vulnerable People card. Please see the school office for more information.
- Sign in and out at the office during school operating hours.
- Refrain from interrupting the learning environment of the school, eg. entering classrooms without permission, or without signing in at the office.
- Treat all school community members with respect and courtesy.
- Discuss issues or concerns about the school, staff or students through the correct procedures. This may involve speaking with the class teacher at an appropriate time, or making an appointment to speak with Senior Staff, or the Principal.
- Conduct themselves in an acceptable manner and as an appropriate model for students.
- Support respectful behaviours, and uphold all school community members' rights to
  - Be Safe
  - Be Respected
  - Learn
  - Be Included
- NEVER directly approach another person's child if an issue arises.
- Allow staff to supervise, investigate incidents and manage students without interference.
- Support sensitivity and confidentiality.
- Assist to reach an agreed solution if an issue arises.

Any person contravening this Code of Conduct is advised that the Principal (or delegate) will follow appropriate action that may involve restricted access to school grounds.

Your co-operation is sought and appreciated in maintaining a safe and happy school.