



Volunteers - Expectations

We sincerely hope that you enjoy your experience volunteering at Lyndhurst Primary School (LPS) and we look forward to the positive contribution you will be able to make towards the school. Thank you for giving your time in a volunteer capacity for the benefit of our students and the wider LPS community.

The following is a summary of the volunteer expectations:

- perform your duties to the best of your ability and be accountable for your performance
- follow reasonable instructions given by staff
- comply with lawful directions
- be courteous and responsive in dealing with staff, students, parents and members of the public (if applicable) and maintain a professional relationship at all times
- work collaboratively with staff and fellow volunteers
- ensure that your conduct is consistent with the principles of the school and does not damage the reputation of the school

Please initial that you have read and understand the following:	Initials
<p>CHILD SAFE:</p> <p>Child safe standards apply in the duties as a volunteer. Any concerns you may have about the safety, welfare and wellbeing of a student or any concerns you may have about inappropriate actions of any other staff member, student or volunteer must be reported immediately to the nominated staff member.</p>	
<p>CONFIDENTIALITY & PRIVACY:</p> <p>You may receive or overhear confidential information regarding students, staff or other volunteers. Confidential information must be kept confidential.</p>	
<p>INFORMATION PACKS:</p> <p>Nominated staff members may provide a pack containing details such as activity groups, cabin groups (for camps), timetables/schedules and private contact details. This should not be disclosed to any student (including your own) until instructed by the nominated staff member. Camp groups may be announced to students on the first day of the event to minimise change requests. Packs should be handed back to the nominated staff member on return to school.</p>	
<p>SOCIAL MEDIA:</p> <p>Do not post content or post photos of students, staff, parents or other volunteers to social media on private or public platforms (i.e. the parents FB page). Volunteers must not use social media to post offensive, inappropriate, disparaging or defamatory comments or material about LPS, its students, staff, parents or volunteers or allow others to make false or misleading comments about LPS, on their social media accounts.</p>	
<p>PHOTOGRAPHY:</p> <p>Please avoid using personal devices to take photographs or videos. Should personal devices be used at the request of the nominated staff member, at the end of the event you may be asked to upload all files to a LPS google drive. These photos become the property of LPS and should be deleted from the device within 5 working days of the event.</p>	
<p>CONTACTING PARENTS/CARERS:</p> <p>Do not contact parents/carers of students unless explicitly instructed by the nominated staff member. This</p>	

Continued >>>

also applies to privately sending updates or photographs to families you may know. If making a phone call from a personal device, ensure private settings are turned on.	
<p>OH&S:</p> <p>You have a responsibility under Work Safe to take care of your own health and safety. Considerations of safety can relate to both the physical and psychological wellbeing of individuals. You must report all incidents, injuries, near misses or hazards that you witness or identify immediately to the nominated staff member.</p>	
<p>MEDICATIONS:</p> <p>Administration of medication should only be undertaken by school staff and in accordance with school policy. Volunteers should never purchase, give medication to, or administer medication to a student. If you are required to give food or drink to a student, please check with the nominated staff member beforehand, as there may be health issues of which you are not aware.</p>	
<p>GRIEVANCES:</p> <p>A grievance is a real or perceived cause for complaint. A grievance can be about discrimination, harassment, bullying or any other related decision or behavior which a volunteer sees as unfair, upsetting or unjust. You must report any grievances immediately to the nominated staff member.</p>	
<p>DRESS CODE:</p> <p>You must comply with the school's Sun and Heat Protection policy.</p>	
<p>DRUGS, ALCOHOL & TOBACCO:</p> <p>You have a responsibility to ensure that alcohol and drugs do not impair your work or the safety or performance of others. When volunteering you should not be under the influence of drugs or alcohol. Smoking is not permitted whilst you are accompanying students of the school, whether it be on school premises or at another venue.</p>	
<p>VOLUNTEER POLICY:</p> <p>You have read and understood the Volunteer policy with reference to your understanding of obligations on information sharing and recordkeeping.</p>	

RELATED RESOURCES

The following school documents are relevant to following policies / document:

- Volunteers Child Safe Induction
- Volunteer Policy
- Volunteers Role Description

Signature:	
Print Name:	
Date:	
Parent/Carer of:	
Class:	