



# Camp/Excursion Volunteer Protocols and Expectations

Thank you for committing your time to work with the staff and students on this trip. Your support is invaluable to enhancing the learning outcomes of our students.

In line with our Child Safe and our Visitor and Volunteer policies please find the protocols which our School Councils require any visitor or volunteer to follow to ensure fairness and safety for our students and staff.

Volunteers and regular visitors include, but are not limited to, classroom helpers, camps and excursions assistants, kitchen and garden helpers, Family and Friends representatives.

All volunteers require a current Working With Children Check. A copy of the current card must be kept at the school.

Upon reading the protocols please sign and date, include your Working With Children Check number and return to the camp organiser. It will be signed by the Principal and a copy will be returned to you.

## Protocols & Expectations

1. Treat all students in a positive, impartial and fair manner.
2. Be willing to assist all children or group of children. This could mean that you may not always work with or accompany your child.
3. Work under the direction of the teacher who is responsible for the group of children. It is important that your child be aware that the teacher is in charge and school organisation and rules apply, even if you are volunteering.
4. Refer any behaviour management issues to a teacher, as he/she will then determine what course of action is to be followed.
5. Operate within professional standards and confidentiality. Volunteers and visitors are in a position of trust and must not discuss with other parents, adults or children any personal information about students, staff or other classroom helpers learnt whilst involved in school programs.
6. Volunteers and visitors must not approach or report any behavioural issues to the other parents/guardians. The school's behaviour management program has clear directions as to when and how families will be contacted in regard to behavioural issues. Volunteers may also be unaware of agreed strategies being employed.
7. Endorse and model all school values.
8. Follow all instructions in regard to Emergency Management.
9. For privacy reasons please do not take photos or video any other child other than your own. Please remember that posting photos or videos to any form of social media, picturing any other children than your own, is not permitted under our Child Safe Policy.
10. No smoking or alcohol is permitted on school activities.
11. Mobile phones should not be used for personal purposes when students are present.
12. Be ready to assist with tasks and activities during the camp/excursion.
13. Have fun!

**Please complete. This form will remain part of school record keeping.**

Name..... Date.....

WWCC Number..... Expiry Date .....

Signed ..... (volunteer)

Signed ..... (principal) Date.....