



Ormiston State School

An Education Queensland Independent Public School

Teamwork | Ownership | Participation | Sensitivity

Guidelines for Volunteers at Ormiston State School

The purpose of these guidelines is to define the expectations and responsibilities for volunteers who are working within our school.

Ormiston State School values the contributions that volunteer helpers make towards the:

- ❖ Development of students learning experiences.
- ❖ Development and maintenance of resources.
- ❖ The provision of services that support students during their school day.

We ask that volunteers commit to the Ormiston State School “TOPS” Philosophy in all interactions with staff, students and members of the community.

As members of the Ormiston State School community we make a special effort to espouse and model:

- ❖ Teamwork Work as a member of a team
- ❖ Ownership Own my own behaviour and learning
- ❖ Participation Participate to the best of my ability
- ❖ Sensitivity Be sensitive to the needs of others

We expect volunteers to:

- ❖ Be dependable. Please arrive as per negotiated with staff. We expect that if you are unable to attend you notify the school office.
- ❖ Maintain and respect confidentiality. Volunteers do not discuss teachers, children or classroom affairs with others.
- ❖ Sign in and out using passtab at the school office and wear a volunteer nametag.
- ❖ Act positively and build relationships with staff and students within a positive and supportive manner.
- ❖ Become familiar with classroom and school practices.
- ❖ Set a good example of appearance and behaviour.
- ❖ Show respect and treat others with dignity and respect at all times.
- ❖ Be sensitive to the needs of students.
- ❖ Be aware that written submission must be sought to take photos or video for publishing or for any other purposes.

Education Queensland Principles for Governing Volunteer Employment:

- ❖ Volunteers must conduct themselves in a manner acceptable to the Principal.
- ❖ Volunteers are accepted in response to the identification of a school need and to assist in satisfying that need.
- ❖ Volunteers are bound by Education Queensland’s Code of Conduct.
- ❖ Volunteers are deployed at the discretion of the Principal.
- ❖ Volunteers work within the direction of a staff member.

SMS-PR-012: Student Protection

Volunteers are to ensure the safety and well-being of students. If a volunteer believes that a student is in danger with regard to their health, abuse or neglect, or if a volunteer is informed by a student of abuse or neglect, direct reporting to the Principal must take place as soon as is possible.

HRM-PR-010: Working with Children Check Blue Cards

Volunteers are required to submit their "Blue Card" to administration staff. Application for a "Blue Card" is made through Blue Card Services before commencement of work. Forms can be found on the Blue Card Services website.

HLS-PR-001: Creating Smoke-Free Environments

Smoking is prohibited within 6m of the school grounds. The smoking prohibitions apply to all persons including all employees of the Queensland Government, students, family members, visitors, volunteers, contractors and employees of any other organisation.

Emergency Procedures:

Evacuation and Lockdown procedures are clearly displayed in each classroom and workspace – volunteers should ensure they are familiar with these procedures. A brief summary is provided below:

Evacuation Procedures

- ❖ Siren (continuous) sounded through speaker system
- ❖ On hearing the alarm, staff, students and visitors are to immediately evacuate from buildings and move to assembly area as directed by staff.
- ❖ Teachers, staff or visitors should remain with those classes in the Assembly Area.

Lockdown Procedures

- ❖ Warning music will be played over the speaker system. The music currently being used is "Days Like This" by Van Morrison.
- ❖ On hearing the warning music, teachers are to immediately ensure that all classroom doors and windows are closed and locked and lights are switched off. Students are to be instructed to move to an area that is as inconspicuous as possible, away from doors and windows. Classroom noise must be kept to a minimum.
- ❖ If a class is outside their home room, the teacher is to move the class into the nearest classroom.

Behaviour Management

- ❖ Behaviour management of the class and students is the responsibility of the teacher.
- ❖ Volunteers assist teachers by following classroom behaviour processes and informing teachers of the behaviour of students.

As of 1st January 2020