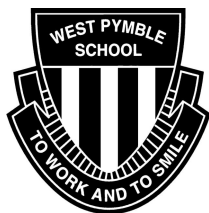


# WEST PYMBLE PUBLIC SCHOOL



*To work and to smile*

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**Subject: POLICY FOR SCHOOL VISITORS, VOLUNTEERS AND CONTRACTORS**

Volunteers play a vital role by providing their time, knowledge and skills in a wide range of school activities. Their valuable contribution enhances the teaching and learning and results in a more productive and successful learning environment. Volunteers contribute in many different ways - from canteen helpers, classroom helpers, helpers with the school grounds, scripture helpers, helpers with sport and the list goes on. Our school is indeed a richer place because of our volunteers.

To guarantee the safety of the students, visitors and volunteers and in order to maintain the professional ethics of the school, **all** visitors and volunteers are expected to observe the following requirements:

1. Sign the Prohibited Employment Declaration (Volunteers only).
2. Sign the Visitors Book — this is located at the office and needs to be signed for **each** visit by **each** person.
3. Avoid making negative comments about any child or staff member in the school with whom you, as a visitor or volunteer, have dealings. This applies not only to the child but in context of discussions with others outside school. **Confidentiality is essential.**
4. Not reprimand or intimidate any child. Refer any problems immediately to a teacher.
5. Ensure that your language and behaviour is always of the highest standard. You should be an appropriate role model for the students.

Your discretion and co-operation in these matters are essential. Your support is valued and makes a difference. Thank you

Bronwyn Wilson

Principal

**Note: Smoking within the school grounds is prohibited.**

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drafted by	BE Wilson	approved	Executive	review	School Council
date	April 2005	date	April 2005	Date	September 2005

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