



St John's Primary School Euroa

Volunteers in Catholic schools:

- contribute to the pool of resources available
- build a shared sense of community
- create opportunities for community connection, involvement and engagement
- strengthen the connection between schools, families, parishes and community.

Benefits:

School communities

- extend opportunities to broaden the perspectives and voices contributing to the life of the school;
- have an opportunity to share understandings about the life of the school, about learning and about the community.

Volunteers

- have an opportunity to be part of the learning process for children and young people;
- can develop an enhanced sense of personal satisfaction from having an opportunity to give back, to share skills, experience and expertise, and to learn.

Students

- can interact with a range of role models and adults from the community;• have opportunities to learn from and be exposed to a broad range of skills and expertise;
- have an opportunity to experience a model of the spirit of altruism or the nature of giving.

How to Volunteer at St. John's School Euroa

- Read through this Volunteer Guide and decide where you would like to assist;
- Complete and submit a Volunteer Application Form to our Principal;
- Complete a Volunteer Code of Conduct Form;
- Read the St John's School Euroa Child Safety Policy available on our website;
- Bring your Working With Children Check card to the Admin Office when submitting your Volunteer Application Form for sighting and copying.
- Applicants may also be required, at the discretion of the School Principal, to undergo a National Police Check as part of this process.

St John's is a Child Safe School where all children are respected and protected from harm.

37 Anderson Street, Euroa. 3666
Phone: (03) 5795 2937 Fax: (03) 5795 1256
Principal: Mr. Paul Maher
Email: principal@sjeuroa.catholic.edu.au

What happens next?

- Volunteer Application Forms are processed by the School Administration and Principal;
- Where Volunteers are to be engaged at school, the School Principal (or a member of Leadership Team) will contact applicants to be interviewed.
- Applicants to be interviewed are required to bring to the interview:
 - Proof of personal identity e.g. driver's license, passport.
 - Original copies of applicant's qualifications or registration (if relevant).
 - Working With Children's Check card.
- Approved applicants will participate in an induction for their volunteering role.

NOTE: The School Principal will determine the need for, number of and deployment of volunteers during the school year.

Selection Criteria:

Commitment to Catholic Education	An understanding of and respect for the school values of St. Joseph's Primary School, Benalla.
Child safety	<p>The volunteer must...</p> <ul style="list-style-type: none"> • have experience of working with children • demonstrate an understanding of appropriate behaviours when engaging with children • be a suitable person to engage in child-connected work • hold or be willing to acquire a Working with Children Check card • hold or be willing to undergo a National Police Record Check.
General Skills/Attributes	<p>The volunteer must have...</p> <ul style="list-style-type: none"> • ability to work as part of a team • ability to fulfill the responsibilities required • good oral and written communication skills, including ability to communicate with children, parents and the school community • ability and willingness to accept policy directives • ability and willingness to follow directions of school staff • maturity • a clear understanding and adherence to Confidentiality • ability to model acceptable behaviour and language • ability to praise appropriate behaviour and encourage modification of inappropriate behavior.

Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the school's child-safe policy and code of conduct information on the school's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer document (NB: contained in this booklet)
- information about communication lines within the school
- appropriate occupational health and safety protection
- suitable assignment
- appropriate work area and equipment for the assigned role.

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school
- undertake work induction and training as required
- comply with the school's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school matters confidential, including those relating to students
- be committed to the school's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing the school

Opportunities to Volunteer at St John's School Euroa

Assisting with Reading:

Duties:	<ul style="list-style-type: none">• reading to individual children• reading to groups of children• supervising students as required• hearing individual children read• hearing groups of children read• taking part in Reading Buddies• talking to children about the text• questioning children about the text• encouraging conversations about the text• supporting strategies already in place in the classroom• other duties as directed by staff members
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Assisting in the Classroom:

Duties:	<ul style="list-style-type: none">• setting up resources• setting up displays• supervising students as required• assisting with class activities• being a guest speaker• bringing small (pet) animals into the classroom• assisting with literacy and numeracy activities• typing children's stories• making posters, charts, etc...• assisting with art & craft activities• attending classroom prayer• other duties as directed by staff members
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Assisting in the Library:

Duties:	<ul style="list-style-type: none">• covering books• processing books• assisting with the Annual Book Fair e.g. discussing purchases with children, recommending books, operating the sales table, taking money, taking orders, assisting library technician, etc...• shelving books• other duties as directed by staff members
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Assisting at Sports / Athletics / Physical Education Events:

Duties:	<ul style="list-style-type: none">• setting up and packing away equipment• marshalling at events• supervising students as required• walking children between events• taking students to/from toilets, drinking fountains etc.• starting races• encouraging children to take part in events and barracking for them• coaching events / activities / skills• other duties as directed by staff members
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Attending Mass and/or Church with Class Groups:

Duties:	<ul style="list-style-type: none">• walking to the church with the children• sitting with the class group• supervising students as required• other duties as directed by staff members
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Assisting with Concerts / Performances:

Duties:	<ul style="list-style-type: none">• supervising students• assistance with making / assembling instruments• other duties as directed by staff members
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Assisting with After School / Weekend Sport:

Duties:	<ul style="list-style-type: none">• coaching a team• acting as Team Manager for a team• umpiring matches or games• other duties as directed by the coach and / or Team Manager• other duties as directed by staff members
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Assisting with Camps and Excursions:

Duties:	<ul style="list-style-type: none">• supervising students as required• taking students to/from toilets, drinking fountains etc.• supervising students on bus• other duties as directed by staff members
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Assisting with our involvement in the Wool Week Parade

Duties:	<ul style="list-style-type: none">• supervising students as required• taking students to/from toilets, drinking fountains etc...• walking with the school group in the parade• other duties as directed by staff members
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Assisting with General School Events:

Duties:	<ul style="list-style-type: none">• supervising students as required• assisting staff members as directed / requested• other duties as directed by staff members
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Assisting as a member of the School Board:

Duties:	<ul style="list-style-type: none">• attending meetings• participation in strategic planning• involvement in School Board subgroups and Working Parties• acting in a position of leadership e.g. School Board Chair• other duties as directed by School Board Chair• other duties as directed by Principal
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