



PRESCHOOL CHILDREN IN THE SCHOOL Policy

AIM:

To provide guidelines for parents/carers with preschool children who volunteer to assist in the school, recognising that volunteers add significantly to the human resources available to the school but also recognising the rights of students and staff to operate in a safe and harmonious school environment.

GUIDELINES:

1. The Principal and staff of the school or the School Council may seek volunteers formally through the school newsletter, written invitations and personal approaches, as well as informally through conversations.
2. The Principal may terminate any invitation to a person to assist the school as a volunteer school worker.
3. A volunteer school worker will abide by the EVPS Volunteer in School policy guidelines.
4. If staff have any issues related to the volunteers program they should be brought to the attention of their Unit leader or Principal.
5. Concerns by staff or parents regarding the behaviour of a volunteer's preschool child/ren should be raised with the Principal immediately. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
6. Parents wishing to bring a preschool child to school/class activities needs to discuss this with their child's classroom teacher/principal prior to the event
7. Preschool children should not accompany volunteer parents on excursions if the parent is placed in charge of a group of students.
8. Parents with preschool children may be invited to meet the staff and students at an excursion venue if appropriate.
9. Parent volunteers are responsible for tidying up any equipment used by their child, ensuring the area is safe for all.
10. Preschool children need to be supervised by their parent at all times.
11. Volunteers will be required to register at the administration on their arrival.
* Volunteers will be invited to use staff toilets and staffroom facilities.

EVALUATION:

This policy will be reviewed annually.

This policy was last ratified by School Council in....

May 2009