



Volunteer Guidelines when Supporting the St. James Community

Volunteering in the school and classroom is a valuable contribution that significantly enhances the educational experience for all students. As parents, your involvement is crucial and can take many forms, such as assisting with classroom activities, supporting school events and accompanying classes on excursions or camps. Our entire St. James community thanks you!

The following points will help you understand your role and responsibilities when volunteering:

- **COMMITMENT**—We truly appreciate your commitment to the program/excursion or event. Please let us know as soon as possible if you can no longer commit to the event.
- **CONFIDENTIALITY**—Your respect for student and staff privacy is crucial. Please do not share any information regarding your time volunteering at school with other parents or the broader community.
- **PRIVACY**—Sharing photos, videos, or text messages with other parents or the broader community regarding any aspect of school life while volunteering is considered a privacy breach.
- **COMMUNICATION**—Please feel free to communicate openly with staff while volunteering. Questions, comments, or concerns are always warmly received and can enhance the experience for our students.
- **ADHERENCE TO SCHOOL POLICY**—Follow our safeguarding student policy. Please always ensure you are never alone with a child, only use toilets allocated for adults, and always refer behaviour concerns to a teacher.
- **BE PROACTIVE**—Offer support where needed, take on responsibilities should the need arise, foster joy and excitement and above all, enjoy spending time with the students, parents and staff of St. James Primary School.

