



Inspiring and challenging adventurers, creators and thinkers. Being a volunteer at Pegasus Bay School

We really appreciate the support of those who offer their time and talents and volunteer at our school.

The main and most important purpose of volunteers is to provide assistance to the staff at Pegasus Bay to support the learning in and out of the classroom.

This hand out sets out the minimum standards expected of those volunteering at our school. There may be other event specific expectations that will be explained prior to an event.

When you are a volunteer at Pegasus Bay you agree to the following:

When working with our students:

At school or an offsite school event

- Introduce yourself to the students in your group, and ask them to introduce themselves to you.
- Include all students and ensure they all have the same opportunities.
- Use age-appropriate language when communicating with or near students.
- Handle student's challenges and needs appropriately and positively.
- Be comfortable with your own child's abilities and appreciate yours and all students' differences, abilities, pace and learning styles.
- Work with all students as well as (and not necessarily) your own.
- Allow all students (including your own child) to continue to grow independence.
- Understand that it is not appropriate to share lollies and treats with students.

Communication and confidentiality:

- Respectfully remain confidential by not sharing observations of students with other parents.
- Accept that the teacher cannot discuss your child's progress while you are helping, yet please feel free to book a meeting by email.
- Photos taken on trips, camps and events can be shared on the school Facebook page only, as it's a private group. Please delete photos from your device after an event. Please do not share photos of other children on your personal social media.

Volunteering in the ALS:

- All of the above, and:
 - Sign in as a visitor on Vistab at the office on arrival (and sign out when you leave the school grounds)
 - Arrive 5 minutes before learning begins to receive instructions.
 - If you need to cancel or you're running late, please contact the office in a reasonable amount of time.
 - Stay flexible with timetable changes and/or cancellation due to other school events and activities.

- Provide help for 'administrative tasks' (photocopying, tidying, cutting, sticking, gluing etc.) as well as/instead of working with students at times.
- Focus on the student and task - please ensure mobile phones are turned off.
- Feel comfortable to approach teachers if you are facing challenges when helping or have any questions about the task at hand.

Volunteering to provide transport:

Only fully licensed drivers with a vehicle that is registered and has a current warrant of fitness are able to transport students.

- All of the above and:
 - Complete the digital transport form provided by the teacher in charge.
 - Agree to:
 - Travel at the correct speed at all times.
 - Drive to the conditions.
 - Ensure that all students are wearing seatbelts.
 - Don't smoke or vape.
 - Ensure you are not under the influence of drugs or alcohol.
 - Do not use a mobile phone – even if its hands free.
 - Ensure your actions are representative of school values.
 - Ensure that if the radio is on, that the content is appropriate for students.
 - If you have any behaviour concerns, pull over when safe to do so, and phone the school office.
 - Do not provide "food shouts" as you do not know the dietary requirements of the students, nor the parents preferences;
 - Have a mobile phone to be contactable for emergencies.

Volunteering for an EOTC event:

"Education outside the classroom" e.g. trips and camps

- All of the above, and:
 - Read and follow the documentation (emails and paper copies) setting out the instructions related to the event.
 - Actively care for and supervise the children in your group at all times.
 - Recognise and understand risks.
 - Familiarize yourself with activities.
 - Use positive language to encourage students to experience every opportunity.
 - Offer to assist with set up and running of tasks.
 - Question and ignite curiosity in relation to the experience.
 - Allow students to have room to experience the event, whilst keeping a constant observation of their actions.
 - Assist the teacher with groups needing to go to the toilet etc
 - Approach the teacher in charge and ask questions if you're not clear on what is expected of you.
 - Ensure you talk to the teacher in charge as soon as possible if there is an incident or behaviour that needs to be monitored.

Volunteering at a school event:

Sausage sizzle, Expo, Matariki etc:

- If there is a roster, ensure you are on time for your shift.
- Assist with set up and pack up of event.
- Familiarize yourself with the running of the event.
- Use initiative to assist with the running of event.
- Encourage students and participants to experience the event to its full potential.