



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.

If you are selected to help us out on a trip, event, with a sports team or in class, we will ask you to complete an online 'Being a Volunteer' Form. The form sets out the minimum standards expected of those who volunteer at our kura.

Prior to helping out, you will also be asked to complete a Police Vetting form. Our school board have directed that we only need to police check volunteers once per school year, rather than for every event. The exceptions are our school camps, where all volunteers will need to complete the Police Vetting form – even if you've already been police checked for another event. This is because we do ask for a different Police check for camps.

What the volunteer form will cover:

When volunteering to help at school you agree to:

- Sign in as a visitor on Vistab at the office on arrival (and sign out when you leave the school grounds)
- Arrive at least 5 minutes before learning / the activity begins to receive instructions and familiarise yourself with your role
- 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.
- Encourage students and participants to experience the event to its full potential.
- Focus on the student and task - please ensure mobile phones are turned off and not in use.
- Feel comfortable to approach teachers if you are facing challenges when helping or have any questions about the task at hand.

When working with our students either at school or offsite, you agree to:

- 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.

With regard to communication and confidentiality you agree to:

- 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.
- Refrain from taking photos and videos unless asked to by the teacher in charge. If photos and videos are taken, please delete them from your device once you've forwarded them on to the teacher. Please do not share photos of other children on your personal social media.

Police checking

- If you are asked to complete a police vetting form, you will:
 - Complete it within the timescale indicated;
 - Return it with valid, current photo ID
- If you have already completed a police check form this school year, you may not be asked to complete another. However you must declare in writing to the Principal any convictions since the last police check.

Health & Medical information: Please use the space below to let us know relevant health information (e.g. medic alert number and condition, current or recent illness, allergies to bites and stings etc.)

Please include below your emergency contact person and their phone number:

If you're providing transport, you will also complete this section:

Please note, you must be a fully licensed driver and your vehicle must be registered and have a current warrant of fitness on the date(s) for the trip for you to be eligible to transport our students.

When volunteering to provide transport you agree to all of the above and you agree to:

- Travel in a convoy with other cars from Pegasus Bay attending the same event. Keeping visual sight of the car in front and behind me. I will pull over and stop if other cars stop.
- Travel at the correct speed at all times.
- Drive to the conditions.
- Ensure that all students are wearing seatbelts.
- Not smoke or vape in the car or around the students.
- Ensure I am not under the influence of drugs or alcohol.
- Not use a mobile phone – even if its hands free.
- Ensure my actions are representative of school values.
- Ensure that if the radio is on, that the content is appropriate for students.
- If I have any behaviour concerns, pull over when safe to do so, and phone the school office.
- Not provide “food shouts” as I do not know the dietary requirements of the students, nor the parents preferences;
- Have a mobile phone to be contactable for emergencies.
- I have a full drivers license, and my number is:

The registration number of the car I will be using for transport is:

The WOF expiry date of the car I will be driving for this event is:

By agreeing below, I accept the conditions outlined above, and accept the responsibility of carrying students in my vehicle.