



# TWIZEL

AREA SCHOOL

## Parent Volunteer Agreement

If you would like to assist the school as a volunteer (either within the classroom or on trips and camps), please complete the following form:

**Type of Volunteer (circle option that applies to you)**

- Parent/Caregiver
- Whanau Member
- Agreed Service Provider (e.g. Learning Support)
- Specialist Programme Delivery (e.g. visiting students or classes as part of their learning plans)
- Member of the public

Volunteer Details	
Family Name:	First Name:
Email:	
Cellphone Number:	
Other Phone:	
Address:	

## Police Vetting

Download the form here: <https://bit.ly/tas-police-vet>

Tick (✓) the selection that applies to you	
<input type="checkbox"/>	I agree to the required Police Vetting process for Volunteers and have attached my completed form with this agreement (Sections 2 and 3 to be completed by applicant, the school completes section 1 on receipt of form).
<input type="checkbox"/>	I already have a current Police Vet on file at Twizel Area School
<input type="checkbox"/>	I am a NZ Registered Teacher and my registration number is:

If submitting a Police Vet Form, I understand that I cannot provide voluntary service to the school until my Police Vet has been processed and approved by the school.

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## Policies

When working as a volunteer at Twizel Area School, I will comply with all school policies available on our [schooldocs.co.nz](http://schooldocs.co.nz) website (login **twizel**, password **twizelarea**) with specific attention given to the:

- Privacy Policy, including maintaining confidentiality regarding students and families at the school.
  - Visitors Policy, including reporting to the office as required, taking care if it is necessary to bring a vehicle on school grounds, and using the appropriate bathroom facilities.
  - Smoke-free Schools Policy and will not smoke/vape anywhere on school grounds or off-site when helping with a school activity.
  - Alcohol/Drugs and Other Harmful Substances policies, and will not consume or be under the influence of alcohol, illegal drugs, or other harmful substances when supervising or in the presence of students.
  - EOTC Transport Policy if providing transport to other students.
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## Code of Conduct

When working as a volunteer at Twizel Area School, I will comply with the Code of Conduct available on our [schooldocs.co.nz](http://schooldocs.co.nz) website (login **twizel**, password **twizelarea**):

The Twizel Area School Code of Conduct states that parents, caregivers, visitors and volunteers must:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures, and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- racism or discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Twizel Area School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or
- other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave).

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## Transport

If transporting students for any voluntary activity, please complete the following information:

Type of Driver's License:	Driver's License Number:
Car Registration Number:	
My vehicle has a current Warrant of Fitness (circle) Yes / No	WoF Expiry Date:
My vehicle is appropriately insured (circle) Yes / No	

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## Staff Only Areas at School

Some areas of the school are not appropriate for volunteers to use whilst volunteering in the school building. These are areas where student or teacher privacy could be breached, where there is a Health and Safety risk, or where confidential information is stored.

The following are examples of areas that should not be accessed by volunteers:

- Office and administration areas
- Staff room
- Student toilets and changing areas (volunteers should use the toilet located in the admin corridor)
- Storage areas, Science and Technology Labs (without a staff member accompanying) and cleaning or caretaking supply cupboards or designated areas

## COVID-19 Response

Please note: This section is updated as regularly as possible to align with the current guidelines and protocols as determined by the Ministries of Education and Health. By agreeing to this section you are agreeing to comply with current and future COVID-19 response requirements for schools. If you wish to withdraw your offer of voluntary service at any time due to new requirements that you do not agree with, please contact the school office by emailing [office@twizel.school.nz](mailto:office@twizel.school.nz) to request removal from the volunteer register.

COVID Response expectations for volunteers are as follows:

- I will adhere to the Worksafe Health and Safety Plan for the school as explained by the person in charge of any event, activity or class I attend.
  - I will provide a record of full COVID vaccination to the main office, or by attaching copies with this agreement prior to undertaking voluntary duties. You can request the vaccination record letter from the Ministry of Health using this link: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-requesting-proof-vaccination>
  - In general, I will remain 1m distanced from all staff and students except those from my own home unless the activity or circumstances prevent distancing from occurring.
  - Although not mandated, the school strongly recommends use of masks in all schools settings whether inside or outside. We would prefer volunteers wore masks.
  - If participating in settings where pick-ups or drop-offs of students are occurring, I agree to wear a mask as mandated for schools.
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## Declaration

- I understand that Twizel Area School may decline my application as a volunteer, or may not require my assistance with specific activities or events.
- I understand that the planning processes required of schools for events and activities prevent sudden changes, amendments or additions to activities (such as agreed transportation arrangements, student groupings etc).
- I confirm I have read and agreed to the terms within this agreement, making honest responses. I can provide documentary evidence of items such as driver's license if requested to do so.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_