



OXLEY PRIMARY SCHOOL

VOLUNTEER POLICY



Purpose

The purpose of this policy is to outline the values of our school community and explain the vision, mission and objectives of our school.

Policy

Oxley Primary School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Oxley Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

This policy outlines our school's vision, mission, objective, values and expectations of our school community. This policy is available on our school website, our staff induction handbook, and enrolment/transition packs.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote your values in our school
- celebrate our values in our school newsletter
- provide awards and recognition for students who actively demonstrate the values
- discuss our values with students in the classroom, meetings and assemblies.

Vision

Oxley Primary School promotes and develops lifelong learners by working with children to:

- Develop confident learners who demonstrate high levels of understanding curriculum
- Creates socially competent individuals who contribute to the broader community
- Develop enquiring minds and a spirit of curiosity
- Adopt a proactive approach to care for our planet
- Develop independent thinkers who are adaptive and resilient in a changing world

Mission

Oxley Primary School's vision is to 'Nurture confident, lifelong learners, in a friendly rural community'.

Objective

Oxley Primary School's mission statement also gives students:

- Caring, learning partnerships between teacher, parent and child
- -Comprehensive extra-curricular programs, including social, cultural, and environmental aspects that develops the whole child
- An ethos of support, challenge and encouragement to succeed
- Using new technologies that link the child to the local and global communities
- A safe and caring learning community that values fun and enjoyment
- A relevant curriculum focused on the child's current and future needs
- A whole school approach to developing a culture of care for our planet
- A stimulating learning environment through innovative teaching and an investigative approach to learning

Values

Oxley Primary School's values are respect, responsibility and resilience

Respect:

I treat others the way I would like to be treated

I follow teacher directions

I use my manners

I listen and wait my turn to talk

I show receptive body language

I greet others

I put my rubbish in the bin

I am encouraging to my peers

Responsibility:

I look after my own and school equipment
I take charge of my own learning
I am the boss of my brain
I take ownership of my actions
I keep myself and others safe

Resilience:

I try my best at all times
I take on feedback
I reflect on my actions
I take learning risks
I can learn from my mistakes
I notice my feelings and take a break if I need to

Behavioural expectations

Oxley Primary School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture.

Staff have a range of expectations around behaviour and must follow our school and Department policies and the Victorian Public Service Code of Conduct and Values. Teaching staff also adhere to the Victorian Teaching Profession Code of Conduct.

Students are supported by school staff to meet expected standards of behaviour as outlined in our Student Wellbeing and Engagement Policy, Inclusion and Diversity Policy, Bullying Prevention Policy

Information about the expectations on parents and carers to ensure schools remain respectful and inclusive places is outlined in the Department's [Respectful Behaviours within the School Community Policy](#) and our Respect for School Staff Policy.

Unreasonable behaviours

Schools are not public places, and the Principal has the right to permit or deny entry to school grounds (for more information, see our *Visitors Policy*).

Unreasonable behaviour that is demonstrated by school staff, parents, carers, students or members of our school community will not be tolerated at school, or during school activities.

Unreasonable behaviour includes:

- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages

- discriminatory or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

Harassment, bullying, violence, aggression, threatening behaviour and unlawful discrimination are unacceptable and will not be tolerated at our school.

Unreasonable behaviour and/or failure to uphold the principles of this *Statement of Values and School Philosophy* may lead to further investigation and the implementation of appropriate consequences by the Principal.

At the Principal's discretion, unreasonable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action.

Inappropriate student behaviour will be managed in according with our school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

Our *Statement of Values and School Philosophy* ensures that everyone in our school community will be treated with fairness and respect. In turn, we will strive to create a school that is inclusive and safe, where everyone is empowered to participate and learn.

COMMUNICATION

This policy will be communicated to our school community in the following ways :

- Available publicly on our school's website
- Included in staff induction processes

- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

RELATED POLICIES and resources

Department of Education and Training policies and resources:

- [Work-Related Violence in Schools Policy](#)
- [Respectful Behaviours within the School Community Policy](#)

Oxley Primary School policies:

- Student Wellbeing and Engagement Policy
- Inclusion and Diversity Policy
- Bullying Prevention Policy
- Parent Complaints Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	School Council
Next scheduled review date	2028