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## Volunteers Working with Students

### Responsibilities

- All volunteers / visitors must 'sign in', 'sign out' at the Front Office.
- All volunteers must wear a name badge at all times.
- All volunteers must advise the school as early as possible if they are unable to fulfil their volunteer commitment.
- All volunteers must avoid working alone with a student when out of sight of the supervising teacher.
- All volunteers must avoid showing affection toward a student eg giving presents.
- All volunteers must not have intentional physical contact with a student, teachers will provide comfort and support to students and authorised personnel will administer first aid.
- All volunteers must not attempt to intimidate a student, bully a student or threaten a student.
- Any concerns regarding a student's behaviour must be referred to the supervising teacher.

Attach Flow Chart for Resolving Concerns here.