



# Winston Hills Public School

Hillcrest Avenue, Winston Hills NSW 2153

*Living and Learning Together*

## Volunteers Policy

### PURPOSE

This statement has been developed to ensure that the school community is aware of the conditions and procedures regarding volunteers and/or parent helpers at Winston Hills Public School.

### RATIONALE

Throughout the school year teachers need volunteers to assist in classrooms, at special events, on excursions and around the school in many facets of education. We are establishing a register of parents and other volunteers who are willing to assist in classrooms and on excursions. Volunteers add significantly to the human resources available to a school, and subsequently they deserve encouragement, effective management, support and recognition.

### AIMS:

- To provide a safe and secure environment for our students, staff and resources.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To ensure volunteers carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

### KEY POLICY STATEMENTS

#### Parents and other volunteers assisting with activities do so on the understanding that:

- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) in charge has ultimate responsibility for the safety, welfare and care of the students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should co-operate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out of the Visitor's Register folder at the Admin Office when participating in school activities.
- All volunteers will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a Visitors Book and will be assigned a visitors badge which they **must wear at all times** within the school. Similarly, volunteers will be required to report to the administration office at the end of their visit to return their badge and to sign out in the Visitors Book. Regular school volunteers may be issued with a visitors lanyard which they can keep for an agreed upon period of time in lieu of collecting a visitors badge each time they work in the school. They will still be required to present at the administration office each time they are on site to sign in and out of the Visitors Book.
- Under the Child Protection (Working with Children) regulation 2013 it is necessary that all volunteers who assist students obtain and present a Working with Children Check (WWCC) Clearance. This is a condition of employment or engagement in any child-related work. Full conditions can be found at [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

- The principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

**Confidentiality is of prime concern. Parents and volunteers are not to discuss any information, concerning students or staff, they obtain at school with anybody, other than the classroom teacher or the Principal.**

Any parent or volunteer not fulfilling the above requirements may be excluded from the volunteer program.

#### **EXCURSIONS**

In the first instance, parents who are registered helpers/volunteers will be offered places on any excursion where parent helpers are deemed necessary as part of the risk assessment of that activity. Should additional helpers be required class teachers will negotiate places with available parents.

#### **TRAINING**

Parent helpers may be offered training by teaching staff which will assist helpers to conduct individual programs in areas such as reading and mathematics. Programs of this nature are usually coordinated through the Learning Support Team by the school's Support Teacher – Learning Assistance.

Some parents may already possess qualifications and/or experience in particular areas which the school can utilise for the achievement of student outcomes. For example, sports coaching.

*This policy was formed in consultation with staff and the Winston Hills Public School P&C.*

#### **APPENDICES**

- Visitors, Volunteers, Contractors – Conditions of Entry (signage) (attached – draft)
- Parents and Visitors Code of Conduct (attached - draft February 2012)
- Contacting the school – A guide for families.

#### **RELATED SCHOOL POLICIES**

- Student Welfare Policy
- Parents and Visitors Code of Conduct (attached - draft December 2016)
- Visitors Policy (attached – draft December 2016)

#### **RELATED DOCUMENTS AND REFERENCES**

- NSW Department of Education - Prohibited Employment Policy
- Child Protection (Working with Children) regulation 2013
- Inclosed Lands Protection Act (1901) and Amendments
- NSW Department of Education - Legal Bulletin Issue 31



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## VOLUNTEERS REGISTER

I am prepared to be on a register of volunteers to help with the educational programs involving students from Winston Hills Public School.

I have read and fully understand the conditions of the Winston Hills Public School Volunteers Policy. I understand that my involvement is dependent on the following those conditions.

I understand that the school has the right and may request a criminal records check on me. I concur on the understanding that the Principal is the only person who has access to that information.

Name: .....

Licence Number: .....

Former Name: .....

Date of Birth: .....

Telephone No. Home: .....

Work: .....

Mobile: .....

Address: .....

.....

Postcode: .....

Current WWCC: .....

Current First Aid: .....

I am prepared to work with (please circle): K Yr1 Yr2 Yr3 Yr4 Yr5 Yr6

Any parent or volunteer worker willing to drive students to events must provide evidence of a valid driver's licence and a current comprehensive car insurance policy.

Name (please print): .....

Signature: ..... Date: .....