Rationale:
The Strathaird Primary School Council acknowledges that:

- Volunteer parents/community members are a valuable resource.
- Parent classroom assistance adds value to teaching and learning programs.
- Excursions provide valuable learning experiences for students.
- Volunteer parents/community members’ involvement in excursions is often vital in enabling excursions to be conducted.
- Working with Children Act 2005 requires schools to be compliant by 30th December 2007.
- Working with Children Act requires people who work or volunteer with children in certain capacities to undergo a ‘Working with Children’ Check. Any person whose duties usually involves or is likely to involve work in a school (other than teachers and principals) is considered to be engaged in child-related work.

* Parents / Community Members to include parents, guardians and any other interested adults from the Community.
* ‘Camps’ described herein refer to an overnight activity or stay.

Goals:

- To ensure that the parents / community members who assist school activities are suitable and responsible people.
- To satisfy compliance requirements of the ‘Working with Children’ Act.
- To provide additional and important assistance to school programs including alternative strategies for providing the required supervisor / student ratio on excursions and camps.
- To support the schools policy of encouraging parent participation in school events.

Implementation:

- Parents will need to visit https://online.justice.vic.gov.au/wwccu/onlineapplication.do to apply for a WWC Check.
- Teachers will ensure that all classroom helpers including ‘reading parents’ have a satisfactory WWC Check.
- All CAG Members will require a WWC Check.
- Teachers will nominate parents / community members for the role of Approved Parents / Community Members for Excursions.
- Nominated parents will be given a statement of the role and responsibilities of Approved Parents / Community Members for Excursions. They will need to agree to the expectations by signing a Statement of Acceptance before their name is put forward to School Council for approval.
- School Council ratified parents / community members will be required to undergo a ‘Working with Children’ Check.
- Before any excursion the teacher in charge of the excursion will hold a briefing for all adults attending / assisting on the excursion prior to the outing to explain excursion details, and “duty of care” responsibilities.
- Parents / community members attending school camps will require approval by School Council and a ‘Working with Children’ Check.
- At the discretion of the Principal the school may initiate a Police Check for those parents wishing to do so.
- Parents / community members need to have their card on them at all times when volunteering in the school.

EVALUATION:

- Staff evaluation of excursions including supervision issues.
- This policy will be reviewed as part of the school’s four-year review cycle.

This policy was last ratified by School Council on 22nd October 2013
While all excursions vary the roles and responsibilities of parents attending are always important and the points below need to be followed.

- The teacher in charge of the excursion will be recognised as the Excursion Coordinator and all volunteer parent / community members will be expected to follow all reasonable directions.
- The Excursion Coordinator will explain the excursion details and parent / community member expectations. Before attending any excursion parents / community members must be familiar with the excursion organisation and the duties and responsibilities of parents / community members assisting at that excursion.
- Parents attending excursions have ‘duty of care’ responsibilities to all the students attending the excursion and in particular to the students directly in their care.
- Parents must ensure that the students at the excursion and in their care remain safe during the excursion.

This may entail
  - counting the number of students in their group frequently, and ensure that they are keeping track of all members of the group
  - supervising toilet stops (at least 2 children at one time to go into a toilet)
  - accepting only suitable behaviour from the students in their care
  - reporting to the Excursion Coordinator any students who are displaying inappropriate behaviour
  - be prepared to administer basic first aid if a minor accident occurs
  - be aware of appropriate Discipline procedures if children under their care act inappropriately or contravene school rules
Statement of Acceptance
Parent / Community Member Approved for Excursions and Activities

I ………………………………………………...understand the roles and responsibilities required of a Parent / Community Member approved for excursions and activities at Strathaird Primary School as per WWC Community Volunteer Helpers Policy.

I am prepared to apply for a ‘Working with Children’ Check and nominate Strathaird Primary School as the location I am volunteering at. I will ensure a copy of my card is provided to the school.

Signed:………………………………………… Date: ___/___/20___

Eldest Student’s Name: __________________________

Relationship to student: parent / grandparent / aunt / uncle / other _____________________

Student’s Grade: __________

Applicant to return this page.

Office Use Only:

SC Spreadsheet Updated Date: ___/___/20___ Entered by: ______________

Please fill in one of the following:

- WWC number: __________
- VIT: __________
- Exempt - police officer / Under 18