

Working with Children Check - Community Volunteer Helpers

POLICY

STRATHAIRD PRIMARY SCHOOL

OCTOBER 2013

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 compliancy 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.doj> 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.



STRATHAIRD PRIMARY SCHOOL

EXCURSIONS

ROLES AND RESPONSIBILITIES STATEMENT FOR VOLUNTEER PARENTS / COMMUNITY MEMBERS

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

Applicant to keep this page.



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**Success
Pride
Self Esteem**

**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