

Working with Children Check - Volunteer Parent /Community Helpers POLICY STRATHAIRD PRIMARY SCHOOL September 2017

Success
Pride
Self Esteem

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Rationale:

The Strathaird Primary School Council acknowledges that:

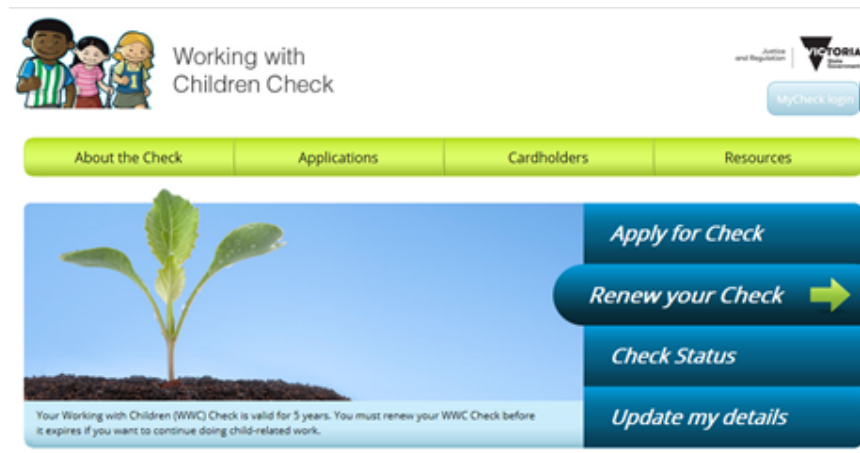
- Volunteer parents/community members are a valuable resource.
- Parent classroom assistance adds value to teaching and learning programs.
- Excursions provide valuable learning experiences for students.
- Volunteer parents/community members' involvement in excursions is often vital in enabling excursions to be conducted.
- Working with Children Act 2005 required schools to be compliant by 30th December 2007.
- Working with Children Act requires people who work or volunteer with children {removed 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 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 2005* ('the Act') and the Working with Children Regulations 2016 ('the Regulations').
- To provide additional and important assistance to school programs including alternative strategies for providing the required supervisor / student ratio on excursions.
- To support the schools policy of encouraging parent participation in school events.
- To comply with the New Child Safe Law applies from 1 January 2017. Organisations providing services or facilities specifically for children in Victoria will be required to meet Child Safe Standards from 1 January 2017. Activities and services provided to children can vary between organisations but all organisations need to focus on building and maintaining a child safe environment.
- To comply with the amendments to the Act dated 1st August 2017.

Implementation:

- Parents/ Community Members will need to visit <http://www.workingwithchildren.vic.gov.au/> to apply for a WWC Check or Renew.



- When applying, renewing or updating your WWC check you must nominate Strathaird Primary School as a location you volunteer at.
- Teachers will ensure that all classroom helpers including 'reading parents' have a satisfactory WWC Check.
- All Strathaird Parent & Friends Members and volunteers will require a WWC Check.
- Teachers will nominate parents / community members for the role of Approved Parents / Community Members for Camps & 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.(attached)
- 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 supply a document for all adults attending / assisting on the excursion prior to the outing to explain excursion details, and "duty of care" responsibilities.
- Parents attending School Camps will require approval by School Council, a current Working with Children card and the signed Statement of Acceptance must be given to the Administration office.
- At the discretion of the Principal the school may initiate a Police Check for those parents working with finance eg: collection of fundraising monies.
- Parents/ Community members need to have their cards on them at all times when volunteering in the school.
- All Working with Children Check cardholders have legal obligations and responsibilities under the *Working with Children Act 2005* ('the Act') and the Working with Children Regulations 2016 ('the Regulations'). Penalties apply for breaching the Act or the Regulations.
- Parents/ Community Members must comply with the Strathaird Primary School-Child Safety Policy 2016, ratified by School Council 22nd November 2016

EVALUATION:

- Staff evaluation of excursions including supervision issues.
- This policy will be reviewed as part of the school's four -year review cycle or earlier due to changes in the WWC Act 2005 or working with Children Regulations 2016.

This policy was adopted / ratified at the School Council meeting held at Strathaird Primary School, Narre Warren South on 5th September 2017.

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

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**Statement of Acceptance
 Parent / Community Member Approved for Excursions and Activities**

Iunderstand the roles and Duty of Care responsibilities required of a Volunteer Parent / Community helper approved for excursions and activities at Strathaird Primary School as per **“Working with Children Check Volunteer Parent/Community Helper Policy 2017” & “Volunteers or Volunteer Workers in school 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 and will keep the WWC site up to date with any changes.

Whilst on site I will wear my WWC card and Visitor/Volunteer Lanyard at all times.

Signed:..... Date: ___/___/20___

Please enter the children/s name, year level and relationship to child in boxes below.

SURNAME	FIRST NAME	YEAR LEVEL	Relationship to student

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Office Use Only:

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

Please fill in one of the following:

- WWC number: _____ Expiry Date: _____
- VIT number: _____ Expiry Date: _____
- Exempt - police officer / Under 18