**GLEN HUNTLY PRIMARY SCHOOL**

**NO. 3703**

**PARENT and VOLUNTEER PARTICIPATION POLICY**

**Rationale:**

* Building a strong school community is an essential element in the development of schools in which effective education is rendered by a joint partnership enterprise involving parents, the local community and schools
* Parents and volunteers are able to provide our school with significant resources, insights and expertise. We seek to greatly enhance the opportunities that we can offer our students by utilising the numerous benefits available from parent involvement in our school.
* Involving parents and volunteers in school activities allows them to become familiar with school activities and helps to build stronger links between home, school and the community for the benefit of students, staff and parents
* It is acknowledged that the assistance of parent and volunteer helpers enables the school to provide diverse, extensive and important school programs

 **Aims:**

* To maximise the opportunities in which parents and volunteers can be effectively involved in our school
* To enhance the educational programs at the school, by building the partnerships between school, home and the community
* To provide opportunities for parents and volunteers to develop their skills and become active participants in their children’s education

**Guidelines:**

Our school values and encourages parents and volunteers to be involved in a wide variety of areas:

* The Principal of the school or the School Council may seek volunteers formally through the school newsletter and by written invitations and personal approaches, as well as informally through conversations
* Volunteers offering their services to school may need to complete a ‘Working with Children Check’ before they work with students
* This policy needs to needs to read and implemented in conjunction with the school’s Working with Children Checks Policy for Parents and Volunteers. (The WWC application form is available from Australia Post.) Refer to DET Circular S347-2006 for full details on the WWC Act 2005.

*Parent Information*

* The community will be regularly informed, through the school newsletter, notices and school

Website and parent Term newsletters, of the school’s programs and events

* Parents shall be kept informed of class activities and extra support programs through parent information days and evenings, Level and class newsletters, regular notices and parent/teacher discussion forums
* Parent education programs will be conducted during each year

*Classroom and Support Teachers*

* Parents will be encouraged to take an active role in classroom and school programs. A variety of activities will be offered throughout the year eg: excursions, camps, Perceptual Motor Programs, Literacy programs, speakers on classroom topics.
* Parent helpers for events such as excursions, camps, assistance with fete activities, working bees etc. will all be briefed by the teacher in charge as to their roles and responsibilities etc. prior to commencement. At the same time matters of supervision and safety may need to be discussed and implemented. The purpose of these pre-event briefings will be to ensure that current requirements in the areas of:
1. Occupational Health and Safety
2. Privacy and Confidentiality
3. Anti-discrimination/Equal Opportunity
4. Sexual Harassment Policy
5. Teacher Duty of Care
6. Teachers and Mandatory Reporting
7. School Policy & Student Management
8. Appropriate behaviour when working with students
9. Volunteer Policy and any relevant codes of practice are all met.

**Implementation:**

* Volunteers will be provided with appropriate training before commencing their volunteer role to assist them in carrying out their tasks at school in an effective manner. The school will conduct formal programs such as; Parent Literacy Helpers, Glen Huntly Parents’ Association programs and activities, Carnivale committee, Crafty Mums, Cooking and Gardening programs, Perceptual Motor Programs and Little Bookworms
* Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with off-site school camps provide a satisfactory police records check prior to their participation
* Every effort will be made to encourage parents and volunteers to understand that their participation in classroom programs is an important and valued part of student education
* Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative, respectful and confidential working environment that is racially and religiously tolerant and gender inclusive
* Confidentiality includes not participating in a comparison discussion with other parents or students, regarding students’ academic achievements or any other confidential information, such as family situations, which may emerge when working with students
* A volunteer school worker will at all times comply with any direction or instruction given to him/her by the Principal or Assistant Principal, or relevant classroom teacher
* Volunteer workers undertaking schoolwork on behalf of, and with the approval of, the School Council or Principal are indemnified as to their personal liability in similar terms to teachers
* A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995, as if the person was a worker employed by the Department of Education and Training (DET) and the personal injury suffered arose out of or in the course of employment with the DET
* Individual or groups of volunteers will be acknowledged in the school newsletter, publicising their contributions to the school
* Concerns by staff or parents regarding the work of a volunteer should be raised with the Principal or Assistant Principal immediately. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
* Volunteers will be required to sign in at the office on their arrival if involved in activities on the East site, or in the West site staffroom if participating in activities on the West site
* If volunteers need to use the bathroom facilities, they must use the staff toilets
* Volunteers will be invited by staff to use the staffroom facilities
* A morning tea will be provided in Term 4 to thank and acknowledge volunteers and parent helpers for their contributions throughout the year

**Evaluation:**

The effectiveness of parent helpers and volunteer involvement in school programs and activities will be constantly evaluated by Sub-school leaders, the Principal and Assistant Principal. The terms of reference for these assessments will be:

* Has the involvement enhanced, enriched and added value to student learning?
* Were the parent/s and volunteer/s effectively briefed for the involvement?
* Was student supervision carried effectively and safely in accordance with a duty of care?
* Were student reactions to the parent/volunteer involvement positive?
* Was the involvement of parents/volunteers linked to current student learning foci and stages of development?

This policy will be reviewed as part of the school’s three-year review cycle.

**References:**

Nb: 7.2 Adult Assistants Supervision Policy References: Vic Govt Schools Ref Guide - <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/Management/6-16.pdf> <http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/Management/6-38.pdf>

[www.parentsvictoria.asn.au](http://www.parentsvictoria.asn.au) 2.

* Victorian Government Schools Reference Guide
* Duty of Care 4.6.1.2
* Volunteer Workers (Police Records Checks) 6.39
* Volunteer Workers Insurance 6.9.2.5
* Liability Volunteer workers 6.16.2.2 & 4.12.3
* Volunteer school workers (Type of Activities) 4.14.2
* Compensation for personal injury suffered by a volunteer worker 4.14.4

**Additional Information**

**Definition:**In accordance with Division 6 of Part II of the *Education Act* 1958 a volunteer school worker means a person who without remuneration or reward voluntarily engages in school work namely:

* The carrying out of the functions of the School Council of a state school;
* The carrying out of activities for the welfare of a State school by the School Council or a parents’ club or association;
* The giving of assistance in the work of a state school.