



Anglican Grammar
Hume

Parent Volunteer Policy

POLICY OWNER: Principal
APPROVED BY: SLT
REVIEW DATE: November 2019

1. PURPOSE

The purpose of this policy is to make clear to all parents and volunteers, the expectations and guidelines to follow. These are set to help parents and volunteers understand how they can best help out, and to ensure that volunteering is a positive experience for everyone.

2. SCOPE

This policy and associated procedures applies to all parents of the Hume Anglican Grammar community who volunteer their time to assist at the school and in the classroom.

3. ALIGNMENT TO THE STRATEGIC PLAN

Values:

Christian, Excellence, Resilience, Respect and Integrity.

1. Parents- engaging families and forging strong relationships

Pathways:

- a. Foster a fruitful partnership between home and school.
- b. Encourage active involvement in their child's educational experience and develop community spirit.

DESIRED OUTCOMES:

1. Have connected parents who support the School as an intrinsic and steadfast element of family-life.

4. ASSOCIATED DOCUMENTS

Hume Anglican Grammar Parent Volunteer policy

Hume Anglican Grammar Recruitment and Selection policy

5. DEFINITIONS

Volunteer - The word 'volunteer' in this policy refers to parents and other adults who give up their time freely to assist the school in areas such as the classroom or sporting events.

6. HUME ANGLICAN GRAMMAR PARENT VOLUNTEER POLICY

6.1 GUIDELINES

To be a parent volunteer in the school, there are several guidelines to follow. These are set to help you understand how you can best help out, and to ensure that volunteering is a positive experience for everyone.

1. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. If you work or volunteer with children you may need to apply for a WWC Check. Parent volunteers in the school, need to have a current WWC. A photocopy of the card needs to be submitted to the office prior to helping in the classrooms.

2. Commitment – Identify a particular morning or afternoon or day when you are available to help.
3. Sign in at the Primary School Reception (Cottage) before and after attending a classroom as a volunteer. There is a folder with each individual sign in sheet which helps us keep track of helpers who work at our school, the amount of time spent helping and for identification purposes.
4. **Confidentiality** – Working in the classrooms gives parents the opportunity to learn a lot about the students in them. It is very important that all parent volunteers maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about their children and other children. Information gained from your experience at our school must not be shared with any other person(s), except the teacher with whom assisting. If confidentiality issues are compromised, the support provided by the parent volunteer will need to be reviewed.
5. Interaction with students – Follow the guidelines of the teachers to manage the student's poor behaviour. All associated discipline issues must be reported to and dealt with by the student's teacher.
6. Other children –Parent volunteers are not to bring other children when helping in the classrooms. This is to ensure that they will be able to focus their attention and effort in helping the students, and play a vital role in the smooth running of the activities.

6.2 Reviewing this policy

Hume Anglican Grammar seeks to embed a culture of Parent volunteering within the school by ensuring that we regularly review all of our existing school policies and procedures every two years.

The School undertakes to not only adhere to this policy but also monitor adherence to the policy. This will be part of the review process but also be ongoing.

6.3 Communication of this policy

This policy will be publicly available via the school website and our intranet, SIMON. Regular communication with regards to the policy will occur for the whole school community, including the Board, staff and parents, students,

Appendix 1:

- Parent Volunteer Policy Signed Agreement

Hume Anglican Grammar – Parent Volunteer Agreement

*This page is to be signed by the parent volunteer and returned to Primary Reception in the Cottage. Please attach a copy of the current WWC Check.

Parent volunteers are expected to:

- be outstanding role models for all students
- sign in at Primary Reception before and after helping in the classrooms
- work under the professional direction of staff, following all school policies
- allow the teacher to deal with discipline issues
- maintain **confidentiality** at all times
- report any issues of concern to teachers (and not directly intervene)
- speak in a kind and friendly way to all students, be fair
- establish and maintain a rapport with students based on mutual respect
- contact the Primary School Reception if you are unable to attend
- be properly attired for the day
- turn off your mobile phones or leave them in silent mode while helping in the classroom
- leave younger child(ren) with a carer while helping in the school
- follow the school's fire evacuation plan
- attend the parent volunteer briefing session

Parent volunteers have the right to expect:

- work to be prepared and organised by the teachers
- good manners and acceptable behaviour from students
- to be treated with respect
- support by the teachers
- the teachers to deal with discipline issue that arises
- to be informed of the tasks expected of them
- to be notified if sessions are cancelled or the timetable has changed

I have read and understood the guidelines in the *Parent Volunteer Policy*, and endeavour to abide by these expectations so that all members of the school community will benefit from my valuable work for the students while volunteering my help at Hume Anglican Grammar.

Name of parent volunteer: _____

Signature: _____

Date: _____