

# Stratford Primary School: Procedures (500)

## 502 PARENTS AS VOLUNTEERS

Parents may wish to support the school by volunteering their time and skills. This may include helping with class programmes, sports coaching, fundraising, school productions, trips, and camps. Parents may also become members of the Board and/or Home and School.

Parent involvement contributes to a strong school community and has benefits for everyone involved, particularly our children who AIM High to be the best they can be. Many events would simply not take place without the involvement of parent volunteers.

### **Becoming a volunteer:**

- Parents are welcome to offer their time and assistance.
- Parents are invited to help when the need exists. When there are more offers of help than required, the school reserves the right to decline offers of help at any time.
- Parents are considered for their suitability for the event or activity, and are asked to complete an HSWA - EOTC Volunteer Agreement Form. For Education Outside the Classroom (EOTC) events, suitability may include specific skill levels required for the event. Please refer to HSWA - EOTC Parent Help.
- At our school, we police vet parent volunteers for being a volunteer in class, on day trips or overnight camps.
- Parents are informed of their obligations and role as helpers.
- Activities involving volunteers are monitored by staff.
- Note: It is not always appropriate for younger siblings or other family members to come along with the parent helper. Please discuss this before the event/activity.
- All volunteers are expected to comply with the school's Health, Safety and Wellbeing Policy and the Community Conduct Expectations.

### **Care and protection of children:**

- The school's Child Protection Policy will apply to anyone helping in the school. For example, volunteers must maintain confidentiality regarding other students, and should be aware of not being alone with students.
- Volunteers at school will sometimes become aware of issues relating to individual families or specific students. Any issues or concerns should be communicated immediately to the classroom teacher who should be able to reassure parent volunteers that the school is managing the situation. Concerns and issues should not be discussed with other parents.
- If the parent volunteer continues to have concerns, these should be raised with the Principal.

### **Related topics:**

- 500 Health and Safety Policy
- 500 Child Protection Policy
- HSWA - Child Safety Checks
- HSWA - EOTC Parent Help
- HSWA - Reporting of Suspected or Actual Child Abuse and Neglect
- HSWA - Child Protection
- HSWA - Lost Child
- 501: Community Conduct Expectations
- 503a: Reporting and Recording Accidents
- 505: Student Illness/Head Injury/Injury
- 514: Surrender and Retention
- 519: Inclusive Education
- 521 Separated Parents, Day to Day Care, and Guardianship
- 600 Privacy Guidelines Policy