

Volunteer Induction Pack

Thank you for offering your time to become a volunteer at our school. Volunteers play an important role in the education of children in partnership with the staff of Bolinda Primary School. It is important that your involvement and participation in our school is a rewarding and mutually beneficial experience. As part of our extended community and to support our commitment to the protection and care of all children and young people and the safety of all staff it is important that all volunteers have an understanding of their responsibilities in this role.

# Options for helping at school

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Bolinda Primary School offers many options to parents, carers and indeed grandparents, who wish to help at the school. There are many avenues to help in a way that is suitable and comfortable for you.

## Classroom Reading

There is strong evidence that parent engagement is associated with improvements in academic outcomes for students. The junior classroom offers parents the opportunity to spend time reading with your child at the discretion of the teacher.

## Helping with the Kitchen/Garden Program

Parent helpers are an integral part of our kitchen/garden program and we welcome volunteers to assist in the supervision and support of students during this activity to help us deliver a quality learning program.

## Sports Days/Excursions/Camp

Bolinda Primary School provides a variety of opportunities for our students to extend their experiences through excursions and optional extracurricular activities. Volunteering on these days not only ensures that we can continue to offer these experiences, but they provide parents with a valuable opportunity to be a part of their child’s learning.

## Fundraising Events

School fundraisers are a great community building opportunity and allow parents to contribute either in the planning of the event or help out on the day. If you have any special interests, skills or experience that you feel would be of benefit we would love to hear from you.

## Committees

### School Council

The school council plays an important role in contributing to effective school governance by advocating for funding and issues that affect various aspects of education and wellbeing. There is an opportunity for members to volunteer for specific council roles and participate in subcommittees. The school council roles of President, Treasurer, Secretary are voted for on annual basis. Alternatively, volunteers may wish to be general council members. School Council includes parent and staff representatives.

### Subcommittees

There are various subcommittees that support school council in decision making. These include Buildings and Grounds, Fundraising and Policy development. If you have skills that you feel would benefit these subcommittees, they are a great opportunity to meet other families and make a valuable contribution to the school.

# Administration

There are some key school policies that impact volunteers at our school. Please familiarise yourself with the details that relate to you as a volunteer.

**Working With Children (WWC) Card**

Bolinda Primary School values the many volunteers that assist in our classrooms, with sports events, camps, excursions, school concerts, and other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, it is compulsory for Bolinda Primary School to undertake suitability checks which includes ensuring that all volunteers hold a current Working With Children Card (WWC), and may also involve proof of identity, work history involving children and/or reference checks where relevant.

If you have not already done so, prior to beginning your role as a volunteer, you will need to apply for a free volunteer Working With Children card. To apply for this, please click the following link: <https://wwcv.auspost.com.au/>

It can take several weeks to receive your WWC card. Once received, please provide this to the office so that a copy can be made and kept on file.

### Volunteer Registration

All volunteers must report to the school office, sign in on the iPad (or sign in sheet if the iPad is not working) on arrival and sign out before leaving the premises.

### Confidentiality

At Bolinda Primary School we appreciate the time that volunteers give to extend and enrich curriculum opportunities for the children. It is vitally important that school matters are not discussed outside school. Volunteers should not discuss individual children with anyone outside school. If parents raise discussion concerning school issues with volunteers it is requested that volunteers politely refer the enquiry directly to the class teacher or to me. I am sure you understand that confidentiality is crucial and must be adhered to.

## Policies

### Volunteer Policy

The Bolinda Primary School Volunteer policy outlines the management, supervision, legal rights, and expectations of volunteers at our school. Please review this document prior to volunteering to give you a better understanding of your role and responsibilities as a volunteer.

A copy of our Volunteer Policy can be found at the following link.

<https://www.bolindaps.vic.edu.au/policies-documents>

### Child Safety Policy

All children and young people have the right to protection in their best interests and it is important that all volunteers understand the various legal and other reporting obligations related to child safety that apply to Bolinda Primary School.

[https://ec68e636-9171-4a5f-9d6c-031c56a00ff4.filesusr.com/ugd/ea4f14\_f6cfb96f34c34df48e3405642aa360fd.docx?dn=Template%20Child%20Safety%20Responding%20and%20Rep](https://ec68e636-9171-4a5f-9d6c-031c56a00ff4.filesusr.com/ugd/ea4f14_f6cfb96f34c34df48e3405642aa360fd.docx?dn=Template%20Child%20Safety%20Responding%20and%20Rep" \o "Child Saftey Policy)

### Child Safe Standards Code of Conduct

This outlines the acceptable and unacceptable behaviours of staff, volunteers and school council members. All volunteers are expected to comply with this code of conduct and are required to acknowledge that they have been provided with this document by returning the signed copy of this document which is included in this pack.

### Statement of Values and School Philosophy

All volunteers are expected to model behaviour in a manner that is consistent with Bolinda Primary School’s values and school philosophy. Our school values are:

* Respect
* Responsibility
* Resilience
* Learning

Attached is a copy of our statement of values and school philosophy to allow you to familiarise yourself with this.

Once you have familiarised yourself with the information provided, please complete the Volunteer Induction form provided to confirm that you have completed your induction.

Many Thanks

**CHILD SAFE STANDARD**

**CODE OF CONDUCT**

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Bolinda Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Bolinda Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Bolinda Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other members of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

**Acceptable behaviours**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

* upholding the school’s statement of commitment to child safety at all times and adhering to the school’s child safe policy
* treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
* listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
* promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
* promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
* promoting the safety, participation and empowerment of students with a disability
* reporting any allegations of child abuse or other child safety concerns to the school’s principal
* understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
* if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

**Unacceptable behaviours**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work, we must not:

* ignore or disregard any concerns, suspicions or disclosures of child abuse
* develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, offering gifts)
* exhibit behaviours or engage in activities with students which may be interpreted  as abusive and not justified by the educational, therapeutic, or service delivery context
* ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
* discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
* treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
* communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
* photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
* in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

*This Code of Conduct was approved by the Bolinda Primary School Council on 24th November for review if legislative or other changes require in the interim or no later than December 2022.*

# Bolinda Primary School Statement of Philosophy and Values

Nurturing each student’s academic, social and emotional needs.

We aim to help students develop:

* the skills to communicate effectively using verbal, written or interpersonal skills
* a common understanding of the school values of respect, learning, responsibility and resilience
* the skills and knowledge to interpret information in the world around them
* the use of imagination and creative self-expression
* the ability to explore and learn through play based experiences
* a set of personal and social values
* decision making, analysis and problem solving skills
* their capacity to become life-long learners
* an understanding of themselves and their world
* the ability to think reflectively, critically and creatively
* the interpersonal skills to care for, get along with and respect others
* the ability to use their voice and have an impact on their community.

To achieve this, we will give priority to:

* the delivery of high quality literacy and numeracy programs based on the high impact teaching strategies. We will achieve this by timetabling a daily literacy and numeracy block, providing up to date resources, developing skills in staff to gather, analyse and use relevant data to guide teaching, ensuring regular PD and support for teachers and support staff

* delivering high quality, interesting inquiry subjects which immerse and engage students in their learning. These allow students to expand their general knowledge and develop the skills to enable them to become productive and caring members of society.

* developing a social emotional learning program where values are discussed, analysed, modelled and recognised to support students to become respectful, inclusive learners. We value the individual differences of each student and will strive to provide for them through differentiating the curriculum and explicitly providing instructions for their social and emotional needs.

* providing opportunities for play based learning, placing an emphasis on student voice. Students will have the freedom to explore their learning based on the Gradual Release of Responsibility model.

* building home-school partnerships to develop meaningful and relevant goals for individual students. Our school will function as a team, with parents and staff, to ensure that each student works toward his/her potential as a life-long learner. We will encourage students to have a positive approach to life, and live by the school’s values of respect, resilience, responsibility and learning.

Bolinda Primary School aims to provide a supportive, stimulating and challenging learning environment to develop positive, independent, resilient and inquiring students who are ready for the future. Children are encouraged as individuals to become self-motivated and responsible students able to achieve their best so they can make positive contributions to the community.

To achieve this we will:

Give priority to:

* the skills of numeracy and literacy -

by timetabling a regular literacy and numeracy block; appointing staff to lead these areas; providing up to date resources; developing skills in staff to gather, analyse and use relevant data to guide teaching; ensuring regular PD and support for teachers;

* wellbeing –

by actively promoting and teaching skills to enhance wellbeing, by having regular Wellbeing days; and by implementing programs such as Smiling Mind, Cosmic Yoga and Moving on the Mount;

* communication skills –

by having a regular newsletter; welcoming parents into the school to help and to share their skills; the principal having a supportive, open door approach; developing strong lines of communication; developing links between the School Council and sub-committees; sourcing a range of different methods, such as Skoolbag and See Saw app to maintain regular contact with parents; creating a whole school curriculum that is displayed in the school;

* inquiry learning skills through the International Baccalaureate program–

by using an internationally minded inquiry approach that presents students with central ideas and lines of inquiry to explore and then allows them to synthesise and take action on their knowledge.

* Provide an ordered and structured environment so that learning is facilitated;
* Provide a supportive environment using a Positive Education and Positive growth model;
* Use a range of rigorous assessment strategies and data analysis to know our students and teach them at their point of need;
* Encourage all students to work towards their full potential by knowing our students and differentiating approaches to suit their needs;
* encourage all students to strive for excellence and recognise success;
* ensure that the school adheres to the democratic principles of:- elected Government; the rule of law; equal rights for all before the law; freedom of religion; freedom of speech and association; and the values of openness and tolerance;
* offer a wide range of extracurricular activities to suit the varied interests, needs and abilities of students;
* have an embedded Social Emotional Learning program where values are discussed, analysed, modelled and recognised to support students to become respectful, inclusive learners;
* develop an awareness of the local area and encourage school and wider community interaction;
* develop an understanding of sustainability and create patterns of resource-saving  behaviour that will be lifelong;
* encourage student voice and agency in all aspects of school life;
* guide students towards independent thinking and learning by using the Gradual Release of Responsibility model.

**Volunteer Induction Form**

**Volunteer**

I acknowledge that I have read and understood the following school policies:

*Please tick to indicate your acknowledgement and understanding*

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| --- | --- | --- | --- |
|  | Code of Conduct |  | Child-Safe Policy and Code of Conduct |
|  |  |  |  |
|  | Statement of values and School Philosophy |  | Volunteer Policy |
|  |  |  |  |
| **Volunteer name:****Signature:** |  |
| **Working With Children Number::** |  |
| **Date signed:** |  |