



ST. JUSTIN'S

Wheelers Hill

VOLUNTEER POLICY

Introduction

All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Parent helpers must comply with the school's expectations and practices.

Purpose

To enhance the educational programs at the school, to build the partnerships between school and home and school, to provide opportunities for parents to develop their skills and become active participants in their children's education.

Implementation

Our school encourages the assistance of parent helpers in a wide variety of areas and invitations for parents to assist in the school's programs will be regularly made via the School's newsletter, or through personal contact or notes sent home. Examples of Parent helper opportunities are listed below:

- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with the fair 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 will also be discussed.
- Parent helpers for longer term activities or activities with higher levels of required expertise, such as literacy rotations, will be given the opportunity to undertake appropriate training.

Parent helpers will receive frequent feedback and reinforcement and should you require additional assistance you will be provided with reasonable advice and guidance. Any concerns relating to parent helpers should be addressed directly to the Principal. Parent helpers who are not reliable or do not meet the school's expectations will be required to relinquish their role as a Volunteer at St. Justin's.

As a parent helper/volunteer it is expected that:

- All parent helpers sign into the school at the office using the iPad every time they attend onsite to volunteer as a parent helper.
- All parent helpers are to wear a lanyard that distinguishes them as a parent helper.
- All parent helpers are required to undertake the interviewing process with the Principal or Deputy Principal, which includes the submission of an application form with two referees with all relevant paperwork attached & signed.
- All parent helpers must have a current and valid Working With Children Check (WWC) in accordance with The Department of Education's 'Working with Children Checks' policy
- All parent helpers must register St. Justin's as a volunteer location on against their (WWC)