



Elwood Primary School No 3942

Scott Street, Elwood 3184 Telephone 9531 2762 Fax 9531 5497

Volunteers at Elwood Primary Statement and Guidelines

Volunteering provides an opportunity for the school community to work together for the benefit of everyone at school. Our school values the contribution of all the parents, grandparents and other people in our community who generously give their time to assist and the children value having their families involved in school life.

What can Classroom volunteers do?

We appreciate your assistance, especially in those areas where parents have skills, knowledge or expertise to offer the children or time to assist with the following types of activities:

the children or time to assist with the following types of activities:

- leading book discussions,
- conducting Investigations/Clinics,
- supporting small group work following Guided Reading,
- helping during student writing time,
- supervising small drama groups,
- typing work written by students,
- photocopying or laminating material
- making up class books and other projects,
- supervising small group mathematics work,
- supervising and helping children at classroom computers
- sharing skills in the Arts, Science and Technology Programs just to name a few.

Classroom Volunteers must complete the School Classroom Volunteer Register form, which contains personal and emergency contact details. Whenever volunteers come to school to work in classrooms they need to sign into a specific classroom using the book provided and wear the Volunteer lanyard. When leaving, sign out and return the lanyard.

Volunteers who work, specifically, outside the classroom i.e. in the Kitchen Garden, Kitchen, on Excursions, at Swimming or with Sporting Teams, must have a Working With Children Check identity card in addition to filling out the Volunteer Register form. Applications for a Working With Children Check are obtained and lodged through this website:

<http://www.workingwithchildren.vic.gov.au/>

There is no cost involved and the cards are valid for five years. A photocopy of the original, sighted card is kept for school records in the School Office.

Please note: Volunteers participating in camps are required to undergo National Criminal History Records check.

Some important points for volunteers in classrooms:

- Please remember to sign in and out using the book in the classroom you are working in and wear, then return the Volunteer lanyard
- Understand and use the “You Can Do It” Program ethos and terminology
- Be familiar with the School Values and Safe Schools Standards and Policies
- Use discretion and observe the understanding of confidentiality
- Try to commit to set times so that teachers can plan to include you in programs
- Feel secure that you are working under the guidance, sight and Duty of Care of the teacher at all times
- Encourage and support student risk taking in their learning
- Be friendly and have fun!

We look forward to seeing you and working with you.

VERSION CONTROL

Version Approval Date:	Summary of changes:	Next Review:
2010	Statement Created, council approved	3 year cycle or as needed
September 2016	Amendments made by Sub Committee, School Council	3 year cycle or as needed