



**Be Your Best**

# Classroom Helpers and Volunteers Handbook

*Be your best*  
*Be ready to learn*  
*Be respectful*  
*Be safe*  
*Be kind*

<http://www.flemingtonps.vic.edu.au/>

## Flemington PS Classroom Helpers and Volunteers Handbook

Research has shown that parents who take an active role in their child's school life increase their child's ability to learn and have a positive effect on academic achievement.

At Flemington Primary we encourage parents to actively support student learning by becoming involved in a range of school and classroom activities and greatly appreciate the parents and community members who assist and support our programs.

Programs and activities may include:

- Listening to students read.
- Attending excursions and camps.
- Providing administrative support, such as laminating teaching aids and covering library books.
- Supporting fundraising activities.
- Participating in school activities such as Book Week, open mornings, classroom celebrations.
- Joining School Council.

### Classroom Helpers and Volunteer Workers

When parents/carers assist with school programs they are classed as **volunteers** working at the school.

Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005 (the Act). [www.austlii.edu.au/au/legis/vic/consol\\_act/](http://www.austlii.edu.au/au/legis/vic/consol_act/).

A duty of care applies while students are under the care of the school. This duty applies equally to school based activities and out of school activities. The same duty of care applies to employees and volunteers who assist at the school.

Classroom helpers/staff support/volunteer workers are expected to assist the programs within the following guidelines:

- Treat all students in a positive, impartial and fair manner.
- Work under the direction of the teacher who is responsible for the class or group of children.
- Refer any behavior management issues to the classroom teacher, as he/she will then determine what course of action is to be followed.
- Operate within **professional standards** and **confidentiality**. Classroom helpers are in a position of trust and should not discuss with other parents, adults or children any personal information about students, staff or other classroom helpers learnt whilst involved in school programs.
- Obtain a **Working with Children** check for volunteers, as they are considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005.
- Be willing to assist all children or group of children within the classroom. This could mean that you may not always work with your child.

## Code of Conduct

At Flemington Primary we have high expectations of our Parent Community. We expect all parents will:

- ▶ Promote a positive attitude towards learning.
- ▶ Encourage their child to demonstrate positive behaviours and appropriate conflict resolution strategies – e.g. informing the teacher if there is a problem.
- ▶ Support school decisions regarding behaviour management.
- ▶ Ensure all interactions are respectful and appropriate language is used at all times within the school grounds.
- ▶ Contact the school if they have a question or are unsure of something.

## Flemington Primary Procedures

- Classroom helpers and Volunteers need to provide the school with a Working with Children's Check. A register of parent helpers with a copy of their WWCC will be kept at the office. **A receipt of application is acceptable until the official check is delivered.**
- Classroom helpers and Volunteers sign in and sign out of the School, via electronic sign in with the office staff.
- Classroom helpers and Volunteers will be given a visitor's sticker to wear, indicating to staff and students that they are allowed to be in the school.

## Guidelines for Classroom Helpers and Volunteers

### Flemington Primary School Values

*Be your best*

*Be ready to learn*

*Be respectful*

*Be safe*

*Be kind*

The following guidelines are provided to support classroom helpers and volunteers.

Language	<ul style="list-style-type: none"><li>❖ Use encouraging/positive words.</li><li>❖ Adopt a pleasant tone of voice.</li><li>❖ Use warm, open body language.</li></ul>
Relationships	<ul style="list-style-type: none"><li>❖ Set a good example. For example, look at and listen to the teacher when he/she speaks.</li><li>❖ Give students opportunities for decision making by offering limited and appropriate choices. For example, "Which book would you like to read?"</li></ul>
Physical Contact	<ul style="list-style-type: none"><li>❖ Accept child-initiated contact where appropriate. For example, a child who high-fives you every time they see you.</li><li>❖ Redirect child-initiated contact where that contact is inappropriate. For example, a student who wants to cling on to your leg as you walk around the classroom.</li><li>❖ Reinforce <b><i>Hugs are for Home.</i></b></li><li>❖ Discuss any concerns about appropriate contact with the class teacher.</li></ul>
Dress Code	<ul style="list-style-type: none"><li>❖ Wear appropriate clothing for anticipated roles and activities.</li></ul> <p>When in doubt about a situation ask the class teacher, Collaborative Team Leaders or Assistant Principal.</p>

## Emergency Procedures

The School is committed to ensuring the safety, health and wellbeing of its staff, students, parents, volunteers and visitors. The School has Emergency and Security Management systems in place. As a volunteer/ parent helper it is your responsibility to familiarise yourself with the School's Emergency procedures.

Summary of Emergency Procedures and Evacuation Plans are located within buildings throughout the School.

## Emergency management plan

### Evacuation

In the event when the school needs to be evacuated the following procedure will be followed:

- A siren will sound, an announcement will be made or continual blows of a whistle.
- Teachers instruct students to line up in pairs.
- Teachers close doors, do not lock them.
- Teachers lead class out of the classroom following the direction outlined on the Evacuation Map.
- Once at the assembly point, teachers take attendance and wait for further instructions from the Wardens.
  
- Your role is to follow along to the assembly point and wait for further instructions from the wardens.

### Lockdown

In the event the school needs to be lockdown the following process needs to be followed:

- Teachers instruct students to
  - (Red) Sit on the floor away from windows, out of sight in silence.
  - (Amber) sit away from windows out of sight; students may continue working quietly.
  - (Green) Continue working; students are not to leave the classroom.
- Teachers check external doors are locked.
- Teachers take attendance, missing students or student out of class are to be reported to the office.
- Teachers will receive an email with information regarding the situation.
- Classes are to stay in lockdown until advised by the Principal Team.
  
- Your role is to follow teacher instructions.

All staff should remain calm during emergency situations.

If you have any questions please ask the teacher.

## Frequently Asked Questions and Answers

### ***What name do the children use when addressing parent helpers in the classroom?***

It depends, some parents like to be called by their first name ( Mary, Peter,..) while others prefer to be addressed using their formal name ( Mrs Brown, Mr White.). The class teacher will normally discuss this with you. Whichever name is chosen, the most important factor is that the children speak to you with respect.

### ***Where can I apply for a Working With Children Check, and how much does it cost?***

Applications for a working with children's check can be made at the local post office or online at <http://www.workingwithchildren.vic.gov.au>. Applicants need to supply a passport photo with their application. There is no cost for a **Working With Children Check** for volunteers.

Although it may take several weeks for a Working With Children check to be processed, **parents are able to be parent helpers once they have a receipt for their Working With Children check.**

### ***What do I need to do when I arrive at school as a classroom helper/volunteer?***

All visitors to Flemington Primary are asked to sign in at the office. You will be given a Flemington Primary visitor sticker to wear. Please sign out again when you leave school.

### ***Can I bring my toddler / baby with me when I help out in my child's class?***

We ask that classroom helpers /volunteers make alternative arrangements for their toddlers and babies so that our students can have your full attention and support. This will allow all students to continue their learning without distractions.

### ***What is the usual time commitment for classroom helpers/volunteers in the classroom?***

Individual class teachers and parent helpers jointly organise the time and type of support that best suits both parties. Parent helpers who listen to students read usually come weekly for 45 minutes, but this can vary depending on your availability and the class program. The School appreciates any assistance classroom helpers and volunteers are able to provide.

### ***What do I do if I'm unable to make it to my weekly time?***

Class teachers appreciate it if you can let them know if you won't be available. Either send a brief note on Dojo or phone the school office Ph:9376 7137 and leave a message. Teachers understand that there are many times when your routine will change.

***I noticed that my friend's child is having a lot of trouble with reading. Should I talk to my friend about this?***

As a classroom helper in the classroom you will see the various strengths and areas of need of all the students in the class. It is important that you respect each child's ability and confidentiality and if you have any concerns talk to the class teacher about them.

***The classroom that I help out in is quite noisy at times. When I went to school the students worked in silence. Is it OK to have a noisy classroom?***

Classrooms have changed a great deal since our school days. Students have many opportunities to work with other students, talk and discuss their learning. The teacher will monitor noise levels in the classroom to ensure they are suitable for the activity being undertaken at the time.

***Who is responsible for classroom management in the classroom?***

The classroom teacher is always responsible for classroom management. If you are assisting in a small group or individual situation and a student is behaving inappropriately, advise the classroom teacher. It is important for the students to know that the teacher is responsible for behaviour.

***What if it is my child who is behaving inappropriately?***

This is always a sensitive area. Some students react differently when their mum or dad are in the room. If possible, advise the classroom teacher at the time. If this behaviour continues, speak to the classroom teacher out of class time to decide on the best course of action.

***I can't help on a weekly basis but I would like to come into the classroom when I have odd days off work. Is this possible?***

Teachers always appreciate extra help in the classroom. Where possible a little notice will allow the best use of your time.

***I have noticed that children are on different reading levels. What do they mean? I would like my child to move up a few levels. Should I see their teacher?***

Reading levels are a tool the teachers use to match a child to a book that is most appropriate for their instructional learning. There are many factors that go into determining a student's level. Comprehension is one of the most important elements. When students can read a book they also need to be able to understand what they have read. Home readers should be at an easier level than what they read in the classroom.

If you have any concerns or questions about readers you should make a time to meet with your child's class teacher

# Volunteer OHS Induction Checklist

All the below information and instructions must be provided to the volunteer prior to works being undertaken. These inductions are valid for up to 12 months.

See the [Volunteer OHS Management policy and procedure](#) for more information about completion and record keeping requirements.

<b>School name</b>	Flemington Primary School	
<b>Brief description of works</b>		
<b>General OHS Induction – The principal or their delegate is to ensure that volunteers have been provided with the following information and instructions.</b>	<b>Provided</b>	
Required conduct/behaviour <i>All volunteer workers are expected to abide by the workplaces code of conduct while on site. Refer to Appendix 1 for expected behaviour whilst volunteering at FPS.</i>	<input type="checkbox"/> Yes	
Introduction to First Aid Officer(s) and location of First Aid Room/Kits <i>FPS has trained First Aid Staff during school hours and first aid equipment available in the First Aid Room. Staff have been trained in the management of Anaphylaxis and made aware of all Students and Staff with known allergies and anaphylactic reactions.</i>	<input type="checkbox"/> Yes	
Location of amenities <i>Staff Room and toilets are available for your convenience in the Main Admin Block.</i>	<input type="checkbox"/> Yes	
Information on hazard and incident reporting process <i>Any hazard or incident which poses a risk to the safety of a student, parent, visitor, volunteer workers or employee must be reported to your School Staff Member.</i>	<input type="checkbox"/> Yes	
Security access arrangements / Traffic Management Plan <i>All Volunteers must report to Administration Office to sign IN. No Parking on school grounds unless specifically arranged by Staff at FPS.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
An overview of task(s) and relevant hazards, risks and controls including any Risk Assessments, Risk Management Plans and Safe Work Procedures has been provided to the volunteer <i>Prior to using any equipment that may pose a risk to the User, Staff may ask Volunteers to read and understand the relevant Safe Work Procedures</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Safe Work Method Statements (SWMS) are completed by the volunteer for any high-risk tasks (including but not limited to asbestos, hazardous substances and dangerous goods, working at heights, hot work, or confined spaces) being undertaken at the time of induction. Note: SWMS must be completed each time a high-risk task is undertaken by the volunteer	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of Chemical Register and associated Safety Data Sheets <i>If transporting hazardous substances or dangerous goods onto site (e.g., gas bottles), the Workplace Manager/ Management OHS Delegate must be informed. A Register of all Chemicals used on site is kept in the Administration Office.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Location of emergency evacuation plans for the relevant area <i>Follow the Instructions of the Incident Management Team and Wardens during an Evacuation. The school has Emergency Evacuation Procedures &amp; maps located in all areas of the school.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	

<p>Location of Emergency Exits</p> <p><i>School buildings are equipped with Emergency Exit signage, which includes illuminated "EXIT" signs and directional arrows, to guide occupants to safety during emergencies.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<p>Introduction to workplace Wardens / Incident Controller</p> <p><i>The Leadership and Administration Team have various roles &amp; responsibilities while certain Teaching Staff have been delegated warden roles across the school.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<p>Child Safe Standards and Working with Children Check (WWCC)</p> <p><i>All Volunteers must provide a current Working with Children Check (where applicable). In addition, all Volunteers must read, sign and Abide by the Child Safe Code of Conduct. Refer to Appendix 3.</i></p>	<input type="checkbox"/> Yes
<p><b>Signatures</b></p>	
<p><b>Principal or delegate</b></p> <p>I certify that the below mentioned volunteer worker has completed an OHS induction, and has received and understood the relevant information and instruction. I have explained that induction is valid for 12 months only.</p> <p>The principal or their delegate are to maintain completed forms and store in file or uploaded to eduSafe Plus where available.</p>	
<p>Name / Job Title</p>	<p>Signature:</p>
	<p>Date:</p>
<p>Volunteer Name:</p>	<p>Volunteer Signature:</p>

*Schools may add more signature boxes if inducting multiple volunteers at once.*

## Appendix 1: Required conduct/behaviour (general on-site and in Classrooms)

All volunteer workers are expected to abide by the workplaces code of conduct while on site. This includes:

- All Volunteers to abide by FPS Policies and Child Safe Standards (i.e., Code of Conduct) while working on school premises. Refer to Appendix 2a and 2b for Details.
- No smoking or vaping on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any volunteer worker under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the Department workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

### **Privacy & Confidentiality**

Parent/Carer helpers are a valuable asset to our school. **Confidentiality** is essential for all Volunteers working within the school. It is vital that you do not share anything about specific children with other parents/carers.

## Appendix 2: High Risk Tasks

The **Workplace Manager** and/or **Management OHS Nominee** are **not normally to engage a volunteer worker for any high-risk tasks**, unless there are exceptional circumstances and the volunteers are competent to undertake the tasks. If the **Workplace Manager** and/or **Management OHS Nominee** approve these tasks being undertaken by volunteers, the [Contractor OHS Management Procedure](#) must be followed for any of these tasks.

**The Workplace Manager and/or Management OHS Nominee must ensure that volunteers working where there is a potential to fall two metres or more, are trained in the competency-based Work Safely at Heights Training Course (RIIWH5204D).**

The **Workplace Manager** and/or **Management OHS Delegate** are to ensure that volunteers also supply a Safe Work Method Statement (SWMS) or equivalent for any tasks where there is the potential to fall two metres or more.

### High Risk tasks requiring a SWMS

High Risk Tasks	High Risk Tasks
<ul style="list-style-type: none"><li>• where there is a risk of a person falling more than two metres</li><li>• on or next to roadways or railways used by road or rail traffic</li><li>• in, over or next to water or liquids where there is a risk of drowning</li><li>• at workplaces where there is any movement of powered mobile plant</li><li>• where there are structural alterations that require temporary support to prevent collapse</li><li>• in an area where there are artificial extremes of temperature</li><li>• on or near energised electrical installations or services</li><li>• involving a trench or shaft more than 1.5m deep</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• on or near pressurised gas distribution mains or piping</li><li>• involving demolition</li><li>• involving a confined space</li><li>• on or near chemical, fuel or refrigerant lines</li><li>• involving tilt-up or precast concrete</li><li>• on telecommunications towers</li><li>• involving diving</li><li>• involving removal or disturbance of asbestos</li><li>• in an area that may have a contaminated or flammable atmosphere</li><li>• involving the use of explosives</li><li>• involving a tunnel.</li></ul>

**Volunteer workers are not to use any items of restricted plant in the table below, unless they have been trained or have equivalent industry experience in the use of the item of restricted plant or equipment:**

- Rip Saw (Table Saw, Bench Saw)
- Band Saw
- Docking Saw (Cross-Cut Saw, Radial Arm Saw)
- Triton Work Centre
- Reciprocating Saw
- Guillotine (Powered or manually-operated)
- Metal Cut-off Saw
- Table Inverted Router
- Portable Plunge Router (unsecured) i.e. without template or guide fence
- Portable Circular Saw
- Circular Saw Table
- Panel Saw
- Grinder (Pedestal or Bench)
- Buzzer (Surface Planer)
- Thicknesser
- Spindle Moulder
- Power Wood Shaper
- Portable Planer
- Slide Compound Mitre Saw & Compound Mitre Saw
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# Flemington Primary School

## Child Safety Code of Conduct Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Flemington Primary School on 9376 7137 or email [flemington.ps@education.vic.gov.au](mailto:flemington.ps@education.vic.gov.au)

## PURPOSE AND RATIONALE

Flemington 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 Child Safety 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 and codes of ethics as these apply to staff and other personnel.

## POLICY STATEMENT

The Principal and school leaders of Flemington 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 Flemington Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

## ACTION GUIDELINES

All staff, contractors, volunteers and any other member 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;
- 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 leadership;
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse; and
- 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; or
- 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.

Appendix 4: Emergency Evacuation Diagrams

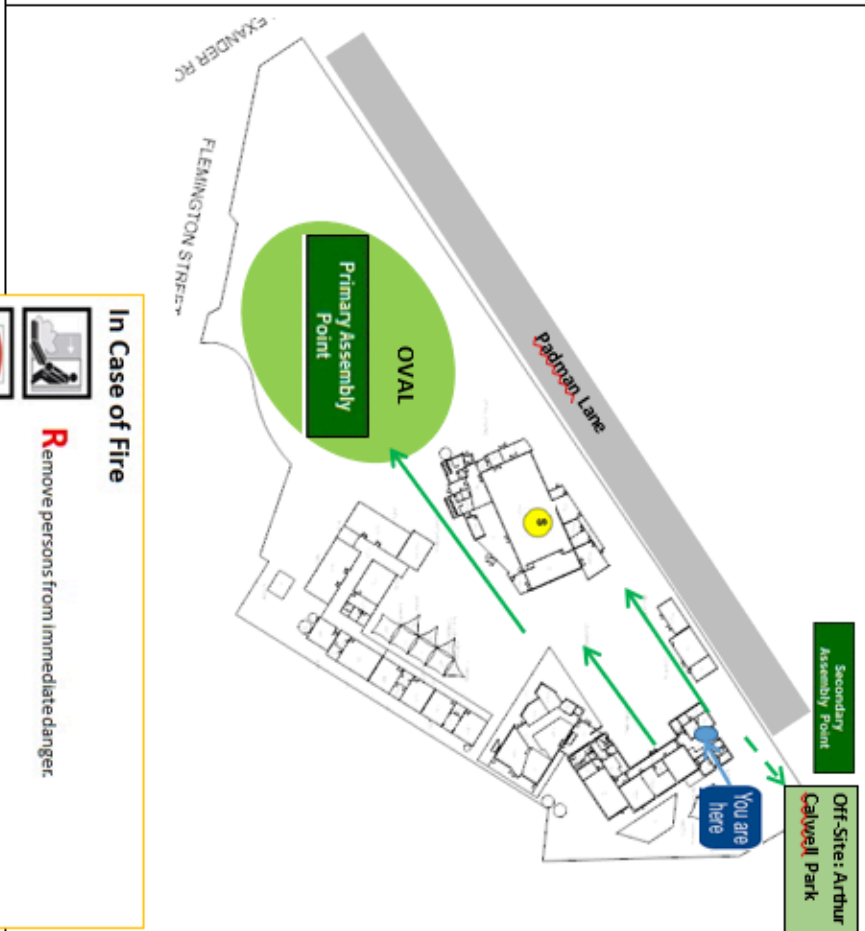
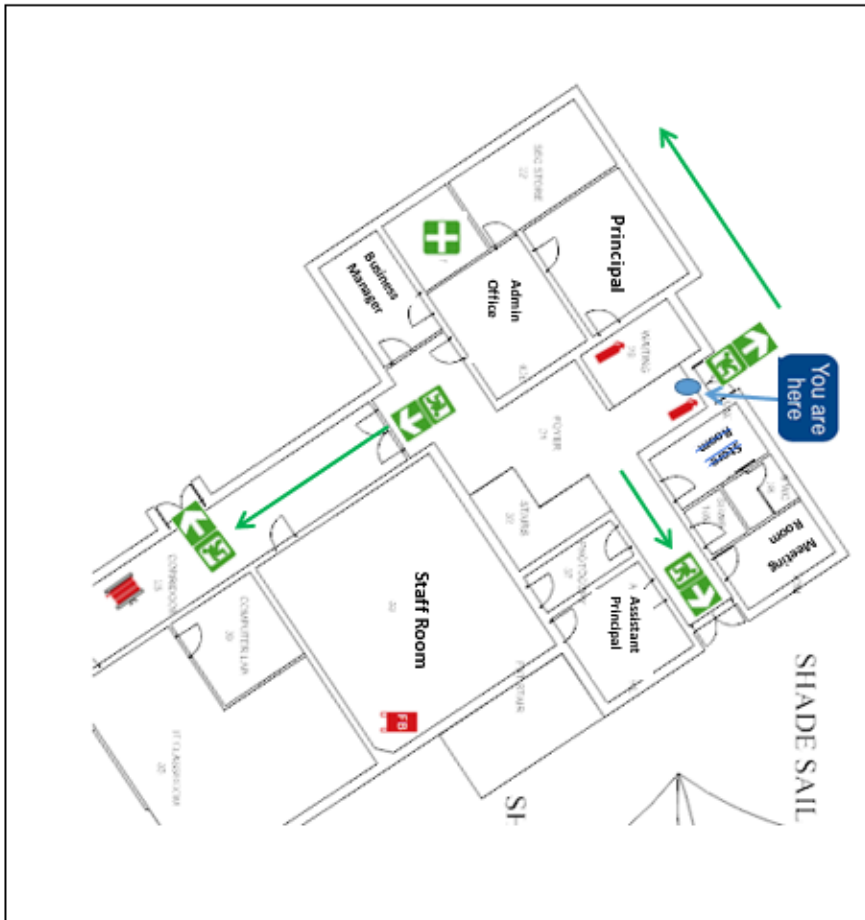
# EVACUATION DIAGRAM FLEMINGTON PRIMARY SCHOOL

Building Name:

Main Building, Ground Floor - Main Entrance

Date Evacuation Diagram Validated:

August 2022



- Legend**
- Fire Blanket
  - Hazardous Chemicals
  - Exit Point
  - Fire Extinguisher
  - First Aid Kit
  - Evacuation Route
  - Evacuation Route To secondary Assembly point
  - Fire Hose Reel
  - Shelter in place Area

**In Case of Fire**

- R**emove persons from immediate danger.
- A**lert nearby personnel and the Chief Warden, call 000.
- C**onfine fire and smoke. Close windows and doors (if safe). Keep low, under the smoke.
- E**xtinguish or control the fire (if safe to do so).