



# Parent/Volunteer Helper

## Handbook

*inquire create flourish*



# Introduction

Dear Parent/Volunteer

We warmly welcome you to Auburn South Primary School. Thank you for your offer of support and interest in becoming a parent helper or volunteer. It is greatly appreciated.

Whether you are listening to students read, helping with literacy, helping with fundraising activities or assisting on a school trip; the contribution you make broadens and improves the opportunities for the children in our school. Auburn South Primary School acknowledges the immense educational and social benefits from the voluntary help given by parents and others in the community.

We hope that you enjoy your experience at our school. If you have any questions, please do not hesitate to speak to the classroom teacher or Assistant Principal, Rhian ap Rees.

Warm Regards,

Travis Paterson  
Principal

# Qualification Process

Set out below is what you will need to complete before you can become a parent/volunteer helper. It is important that we have all the necessary documentation on file.

<b>Read</b> the <i>Parent/Volunteer Helper Handbook</i> .	To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017, the Department of Education and Training has implemented an OHS Management System (OHSMS) in all Victorian Government schools. This Handbook will also outline the important OHS information that you need to be aware of before you commence as a parent/volunteer helper.
<b>Sign and submit to the office</b> the <i>Parent/Volunteer Helper &amp; Working with Children Form</i>	This document will be kept on file for future reference.
<b>Sign and submit to the office</b> the <i>Parent/Volunteer Occupational Health &amp; Safety (OHS) Checklist</i>	This document will be kept on file for future reference.
<b>Provide the Office with a copy of your valid Working with Children's Card</b>	This document will be kept on file for future reference. It is important that when your card expires, a new and current copy is submitted to the office asap so that you can continue in your role as a parent/volunteer helper.

**Once all the above has been completed and filed with the School, you will be able to volunteer/assist at ASPS. ASPS teachers will be able to access who has qualified and call out when required if they need assistance.**

**PLEASE NOTE** – You are only required to read this Handbook and submit signed forms once during your child/ren's time at ASPS.

For any other queries or assistance please do not hesitate to contact our office on 9882 2140 or email [auburn.south.ps@education.vic.gov.au](mailto:auburn.south.ps@education.vic.gov.au)

# Child Safe Code of Conduct & Child Safety Statement of Commitment

**ASPS is committed to child safety - students should be safe in all school environments when in our care and we have zero tolerance for child abuse.**

The Child Safe Standards require schools to have strategies to embed in their school a culture of child safety.

As a school we play a critical role in protecting children. The information in the ***Child Safe Code of Conduct*** and ***Child Safety Statement of Commitment*** explains how we create a child safe environment, identify and report signs of abuse and our commitment to Child Safety.

All staff, volunteers and school council members of our school are expected to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

***The Victorian Government is committed to the safety and wellbeing of all children and young people. The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect.***

<https://www.vic.gov.au/child-safety-code-conduct>

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

# Health, Safety & Wellbeing Policy

Please refer to the Health, Safety & Wellbeing Policy in the Appendix.

# Confidentiality at ASPS

You may become aware of many things that most parents do not experience. It is paramount that what you might observe is kept confidential. At Auburn South Primary we ask you to:

- *Please respect and value individual children's strengths and areas for growth.*
- *Please respect and value difference in learning styles and behaviour.*
- *Please respect the various teaching styles you may encounter.*
- *Please respect the variety of student-teacher relationships you observe.*
- *Please do not discuss "incidents" you may observe with anyone else other than the classroom teacher.*

# Occupational Health & Safety (OHS) Parent Information

## Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2007 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all parents/helpers to:

- report to the general office upon arrival
- complete an OHS induction using the Parent/Helper OHS Induction Checklist
- sign in/out and ensure they carry/wear their visitors pass at all times whilst on DET premises

## Required conduct/behaviour

All parents/helpers/visitors are expected to abide by the workplaces code of conduct while on site. This includes:

- No smoking on school grounds or within four metres of an entrance to all DET workplaces.
- No alcohol or drugs are to be consumed on any DET premises. Any parent/helper under the influence will be dismissed.
- No offensive language is permitted on any DET premises.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Entrance to other areas of the DET workplace aside from the work area is prohibited, unless otherwise agreed to.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately.
- **No pets are permitted on DET premises.**

## Emergency Management

On hearing the alarm:

- Follow the advice of the ASPS Staff Member and proceed to the advised assembly area. You will also be able to locate an Emergency Evacuation map in each classroom & learning space.
- Do not leave the assembly area until advised

## Emergency Contacts

### School Contacts

<b>Workplace Manager</b>	Travis Paterson	9882 2140
<b>Assistant Principal</b>	Rhian ap Rees	9882 2140
<b>Asbestos Coordinator</b>	Travis Peterson	9882 2140
<b>Finance Manager</b>	Sue Burnell-Armstrong	9882 2140
<b>HR Manager</b>	Millie Angliss	9882 2140
<b>General Office Number</b>		9882 2140

### School After Hours Contacts

<b>Workplace Manager</b>	0491 221 831
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### Emergency Contacts

<b>Police</b>	000
<b>Fire</b>	000
<b>Ambulance</b>	000
<b>Poisons</b>	13 11 26

## **First aid and amenities**

### **First Aid**

In the event of an injury:

1. If the injury is not serious, report or escort the injured party to the administration office for assistance
2. If the injury is serious ring 000, do not wait for first aid officer
3. Stay with injured party. Send someone else to find the first aid officer or workplace manager
4. If no one else is available, ring the school number and inform the office that someone is injured at your location
5. If trained, apply first aid to the injured party
6. Once incident is over, fill in an incident report at the office.

### **Hazard and incident reporting**

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
  - police for crime, injury that may not be accidental, or assault
  - ambulance for injury and medical assistance
  - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list.
- Workplace Manager is to report the incident on EduSafe.

### **Amenities**

Please refer to the school map to locate toilets and amenities, staffroom etc.

# Appendix

- Department of Education – Health, Safety & Wellbeing Policy, 2022
- School map
- Parent/Volunteer Helper & Working with Children at ASPs Form ***(to be returned to Office)***
- Parent/Volunteer OHS & Onsite Checklist ***(to be returned to Office)***

# DET Health, Safety & Wellbeing Policy

**Scope:** This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

<p><b>Management Commitment</b></p> 	<p><b>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</b></p> <ul style="list-style-type: none"><li>• providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations</li><li>• providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li><li>• outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li><li>• embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li><li>• providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li></ul>
<p><b>Consultation Commitment</b></p> 	<p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"><li>• identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons</li><li>• health, safety, and wellbeing issue resolution</li><li>• provision of health, safety and wellbeing information, training, instruction, and supervision</li><li>• the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing</li><li>• flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.</li></ul>

**The Department employees, visitors, volunteers and contractors** are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.

Jenny Atta, Secretary, 19/01/2022

## Drive Continuous HSW Improvement Commitment



### Support continual health, safety and wellbeing improvement by:

- improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures
- establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance
- using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets
- allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.

## Building Capability Commitment



### Support building capability by:

- embedding individual health, safety, and wellbeing accountabilities for all employees across the Department
- embedding legislative and Department health and safety requirements in all policies and procedures
- increasing awareness and improving utilisation of the safety supports and resources available
- providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation
- strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.

## Risk Management Commitment



### Support the prevention of workplace injuries and ill health by:

- strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities
- proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner
- promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent reoccurrence
- providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces
- implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.

**The Department employees, visitors, volunteers and contractors** are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.

A handwritten signature in black ink, appearing to read 'J. Atta', with a stylized flourish at the end.

**Jenny Atta**

Secretary

19/01/2022



419 Tooronga Rd,  
Hawthorn East  
VIC 3123



1:1000 Scale  
DATE: 10/10/2023  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
APPROVED BY: [Name]

0 5 10 15 20

Legend for site plan symbols:

- S** ON SITE SHELTER
- 🚒** FIRE DOWN GARDEN
- 🚒** FIRE HOSE REEL
- ⚡** ELECTRICAL SWITCH/BOARD
- ♿** YOU ARE HERE
- 🚰** WATER DRAIN DOWN
- 🔥** GAS DRAIN DOWN
- ➔** DUCT/CHIMNEY
- ☎** PHONE EXTENSION
- 🚨** ALARM PANEL LOCATION
- 🚪** ACCESS GATE

TOORONGA RD

**Please read and sign the following two forms and  
return to the office.**





## PARENT/VOLUNTEER HELPER & WORKING WITH CHILDREN AT ASPS

<b>Student's Name:</b>		<b>Class in 2026:</b>
<b>Student's Name:</b>		<b>Class in 2026:</b>
<b>Student's Name:</b>		<b>Class in 2026:</b>
<b>Confidentiality, Child Safety, &amp; OHS Agreement</b>		
<p>As a parent helper I undertake to:</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality at all times</li> <li>• Adhere to Auburn South Primary School's             <ul style="list-style-type: none"> <li>○ Child Safe Code of Conduct</li> <li>○ Child Safe Policy</li> <li>○ Statement of Values</li> <li>○ OHS Guidelines</li> </ul> </li> </ul>		
<b>Signed:</b>		
<b>Name:</b>		<b>Date:</b>
<b>Working with Children Check</b>		
I have a current Working with Children and have provided a copy of the card to the school.		
<b>Signed:</b>		
<b>Name:</b>		<b>Date:</b>
<b>Office to Complete:</b>	<b>Signed:</b>	<b>Date:</b>
<i>Form completed and filed</i>		
<i>WWC copy taken</i>		
<i>Entered in CASES &amp; Xuno</i>		

# Parent/Volunteer OHS & Onsite Induction Checklist

At Auburn South Primary School, we have a strong parent-school partnership and culture. One valuable and much appreciated part is the help we receive from parents as helpers.

Parents and carers who wish to assist in the classroom, on excursions or with fundraising activities must complete an annual OHS induction process by signing and accepting the items in this form.

This form then needs to be submitted at the office along with a copy of the Parent/Volunteer Helper

<b>I acknowledge that:</b>		
I will conduct myself in accordance with the Department of Education rules and guidelines		<input type="checkbox"/> Yes
It is the teacher's responsibility to monitor and address student behaviour		<input type="checkbox"/> Yes
I must sign in and out at the office via the Kiosk at front reception and carry a visitors pass each time I help		<input type="checkbox"/> Yes
I am not permitted to take photographs unless specifically requested by the teacher		<input type="checkbox"/> Yes
I am there to assist the teacher and am always under the teacher's direction		<input type="checkbox"/> Yes
I must maintain a high level of confidentiality		<input type="checkbox"/> Yes
I have read and will abide by the ASPS Child Safe Code of Conduct		<input type="checkbox"/> Yes
In the case of an emergency whilst I am helping a continuous alarm will be sounded over the PA system and I am to report to the staff member I am helping or to the administration office for further instructions		<input type="checkbox"/> Yes
I know the location of the staff amenities		<input type="checkbox"/> Yes
If I become aware of any first aid issues, I will notify the staff member I am helping or the First Aid staff member at the administration office immediately		<input type="checkbox"/> Yes
If I am aware of an incident occurring e.g. injury or hazard, I will report this to the staff member I am helping or the office immediately		<input type="checkbox"/> Yes
I must provide a copy of a current Working with Children's Card along with a signed copy of this form.		<input type="checkbox"/> Yes
<b>Parent Signature:</b>		
<b>Date:</b>		
<b>Workplace Manager:</b> <i>I certify that the below mentioned volunteer has completed an OHS induction.</i>		
Name:	Signature:	
	Date:	