



Beaumaris Primary School

Volunteer Handbook



Beaumaris Primary School Volunteer Handbook

Beaumaris Primary School highly values our community and the support we receive from parents and carers in many different aspects of school life. We welcome the opportunity for parents and carers to volunteer within our school across a range of different school-based activities.

This handbook, which also outlines our induction process to volunteer, has been developed online to ensure that all parents and carers have access to the same information required to volunteer, available at a time that suits them. It also aims to ensure it is a positive, supportive, clear process for all involved.

Parents and Carers have the opportunity to volunteer at Beaumaris Primary School for a range of things. These include, but are not limited to:

- School Council
- Helpers in the classroom
- Excursions and Incursions
- Bike Ed
- Camps
- The Visual Art program
- House Sporting events such as the Cross Country and Athletics Carnival
- Parents and Friends events.

Each school-based activity is an opportunity to support Beaumaris Primary School's learning program and benefit student learning and wellbeing outcomes. It is expected that all volunteers are aware of the expectations of them when engaging in volunteer roles at Beaumaris Primary School, including demonstrating respect and confidentiality towards our staff and students.

Our school is a dynamic place and student learning takes place in many different shapes and forms. It is very important to us that our students know they are always in a safe learning environment and for our staff to feel safe in their professional place of work. Volunteers are not to discuss individual students, staff or learning programs with other people. If a volunteer has a concern, it is to be communicated with the classroom teacher or the BPS leadership team.

To support this, it is expected that volunteers at Beaumaris Primary School:

- Understand it is always the teacher's responsibility to monitor and address student behaviour.
- Are not permitted to take photographs, unless asked to do so by the teacher.
- Are there to assist the teacher and all students, under the teacher's direction.
- Will maintain a high level of confidentiality.
- Will contact the school as soon as possible if no longer able to volunteer for what had been arranged. Volunteers are not to arrange swaps if no longer able to volunteer.
- Understand that alterations/changes to volunteer timetables may not be possible.
- Will ensure, as far as practical, that they are not alone with a student – one to one interaction between an adult and student are to be in an open space or in line of sight of another adult.
- Understand that siblings may, or may not, be able to attend when volunteering.
- Understand that if ever unsure when volunteering, to please ask the BPS staff member.
- Understand that if a volunteer does not follow a reasonable direction from the Principal, or nominee, the volunteer arrangement can be ended and/or they can be required to leave the school premises.



The purpose of the below Volunteer Induction process is to ensure all Beaumaris Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteer Induction Process

To volunteer at Beaumaris Primary School, it is expected that all volunteers must have:

- read this Volunteer Handbook, which includes the below documents (all linked below in this handbook):
 - BPS Child Safety and Wellbeing Policy
 - BPS Child Safety Code of Conduct Policy
 - BPS Child Safety Responding and Reporting Policy
 - BPS Volunteers Policy
 - BPS Volunteer Occupational Health and Safety (OHS) Induction Handbook
- completed the [online form](#), which includes both the Volunteer OHS Induction Checklist and the Volunteering at Beaumaris Primary School Questionnaire (this needs to be done yearly)
- emailed a scanned copy or provided in person for photocopying a valid [Working with Children Check](#) (WWCC) card to the office staff (this needs to be done once, unless expired).

You will not be able to volunteer at Beaumaris Primary School until the above induction process has been completed.

When volunteering, it is expected that you will sign in at the BPS School Office prior to volunteering, or will report to the designated site contact (e.g. the Sport teacher at the house athletic carnival).

When signing in for the first volunteer session, you will be required to sign off that you have completed the Volunteer OHS Induction Checklist. This will only need to be done once, yearly.

Thank you for your interest in volunteering and supporting our students, staff and school community.



Volunteer Induction Process Supporting Documents and Links

<u>BPS Child Safety and Wellbeing Policy</u>	<u>https://tinyurl.com/3cv232wb</u>
<u>BPS Child Safety Code of Conduct Policy</u>	<u>https://tinyurl.com/3hutmkf4</u>
<u>BPS Child Safety Responding and Reporting Policy</u>	<u>https://tinyurl.com/yvc28bvr</u>
<u>BPS Volunteers Policy</u>	<u>https://tinyurl.com/56pr3uas</u>
<u>BPS Volunteers OHS Induction Handbook</u>	<u>https://tinyurl.com/2p83kmux</u>
<u>Online Form: Volunteer OHS Induction Checklist and Volunteering at Beaumaris Primary School Questionnaire</u>	<u>https://forms.office.com/r/iQnKq5eM2A</u>
<u>Working with Children Check Further Information</u>	<u>https://www.vic.gov.au/working-with-children-check</u>