



# Parent helpers/volunteers at Pascoe Vale Primary School

At Pascoe Vale Primary School, we welcome and value parent/carer and community involvement in our daily school life and extracurricular programs.

Helpers provide us with a rich source of knowledge, ideas, creativity and can provide valuable assistance to teachers and the school in many ways.

Volunteers are required to read and abide by the following volunteer protocols:

## **Volunteer Protocol**

### **1. Protecting the safety of children, staff and volunteers**

- To meet our legal obligations and to ensure a child safe environment, all volunteers must obtain a Working with Children (WWC) Clearance and present the valid WWC card to the office for verification. This card will be displayed whilst volunteering at the school.
- Pascoe Vale Primary School is a Child Safe School and our Child Safety Officer is Assistant Principal, Lisa Audino.
- The Child Safety Induction Pack for volunteers relating to our child safety policies and procedures must be read before commencing any work at PVPS

### **2. Privacy and Confidentiality:**

- Please maintain privacy in relation to the children you are working with, including their learning levels, performance and behaviour.
- Any personal information about students, staff and volunteers that you become aware of during your volunteer work, must not be shared. This includes names, addresses, telephone numbers, circumstances or situations of any nature.
- If you have any concerns, please discuss these with the classroom teacher or supervising staff member, not with the children themselves or other parents/carers.
- Volunteers with access to staff areas have a duty to keep any personal or health information obtained about staff and students strictly confidential (Department of Education and Training – Privacy Protecting Information – Use & Disclosure)

<https://www.education.vic.gov.au/Documents/Schools-Privacy-Policy-English.docx>

### **3. Volunteers will help all children as directed by the supervising teacher**

- All children will be treated equally
- Volunteers will follow the teachers lead and listen to the teacher's advice and instruction
- Communicate with the teacher as required
- Support each group of children to complete tasks/activities set by the teacher
- Remain within sight of a member of staff when working with an individual student (you will never be asked to mind a class - a teacher will be supervising at all times)
- Refrain from giving or buying food or gifts for any child/ren you are helping

### **4. Complete the following prior to volunteering:**

- Present your working with children clearance (WWC) card

- Read all information including the Parent Helpers/Volunteers Protocol, Privacy Guidelines, Child Safety Induction pack and sign the attached verification form
- Complete an OHS induction before volunteering for the first time
- Sign in at the office each time you are volunteering
- Collect a yellow volunteer lanyard (insert WWC card into pocket) and display whilst volunteering

**Ways you can help at Pascoe Vale Primary School:**

- Classroom assistance
- Assistance with literacy /numeracy sessions
- Changing take home books
- Library
- Book Club
- Excursions
- Art
- Extra curricula activities
- Special days (e.g. athletics)
- Parents and Friends Association (PFA) – bake stalls, fund raisers, lunch days etc
- School Council
- School Council Sub Committees (Curriculum, SEL, Building and Grounds, Finance, Sustainability, Planning and Facilities, and Out of School Hours Care)



**Tips for helping in the classroom**

**What does being a classroom helper mean?**

- Assisting in the classroom under the direction of the classroom teacher
- Asking for help when you are not sure
- Working with small groups of children
- Providing a role model for learning
- Supporting and encouraging students by praising their efforts.

**When assisting with reading:**

- Introduce the new book and recording the details in their home reading journal
- Talk about books or texts
- Give support and explaining unusual ideas and vocabulary in books
- Encourage students to make predictions about the book
- Ask students questions about the text
- Pause, prompt praise
- Encourage children to have a go
- Prompt the use of pictures to work out the meaning
- Encourage re-reading of text if stuck
- Ask children to follow the print by themselves. Pointing to words is an early reading behaviour which is taken over by the child tracking with their eyes. They should always be encouraged to do this themselves, e.g. " use your eyes to follow the text".

