

Volunteers & Student Teacher Induction Guidelines

March 2020

Date: _____

Dear _____

Welcome to Huntingdale Primary School! Huntingdale is a Bilingual Primary School teaching two languages- English and Japanese. The emphasis is on students developing deep intercultural understandings and seeing the world through an international lens. Our school motto is 'Engaging Minds Together' and our school values of Kindness, Courage, Personal Best and Creativity underpin our student's learning.

We trust that your time with us will be a positive experience and we look forward to contributing to your overall development as a teacher, language assistant, integration or multicultural aide.

These guidelines have been created as an induction to our school, to give you an understanding of our programs, policies and procedures and serve as a guideline to your responsibilities whilst working at the school.

If you have any questions about Huntingdale Primary School, your supervising staff member will be more than happy to answer these.

If you are experiencing any difficulties or need extra support please come and see me immediately.

Naomi Mori-Hanazono

Naomi Mori-Hanazono
Assistant Principal
9544 2318

On your Arrival

Please ensure you do the following:

- Report to the School Office where you will meet your supervisor.
- Complete an OHS Induction with Assistant Principal Naomi Mori-Hanazono.
- Sign in **each day** and collect a Visitors Pass.
- Give your emergency contact details and a copy of your Working With Children Check to the Administrative Officer Gill to be filed away.
- Give your supervisor important contact details such as your email address and mobile telephone number.

Student Teachers Only

- Discuss any assignments you need to complete that impact on your teaching placement (e.g. you have to teach a series of Science sessions) with your Mentor Teacher.
- Ensure your supervisor has a copy of your Student Handbook/Round Placement Information.
- Ensure the Student Teacher Placement Coordinator and Mentor Teacher have a schedule of days you are attending and mention any seminars you need to attend as requested by the University.
- Inform the Student Teacher Placement Coordinator and Mentor Teacher of any planned visits from University staff or Teaching Fellows.

*******We suggest that Student Teachers arrive around 8.30am and should leave no earlier than 3.45pm*******

General Information

School Hours

These are the school hours:

8.50-9.00	First bell rings. Students can move into grades to prepare for the school day
9.00-10.50	Session 1
10.50-11.00	Play lunch eating time in classrooms
11.00-11.30	Recess
11.30-1.30	Session 2
1.30-1.40	Lunch eating time in classrooms
1.40-2.30	Lunchtime
2.30-3.30	Session 3

If you are absent

Please contact your supervisor as soon as possible by email or telephone.

*******For Student Teachers, please note any days absent must be made up during the round*******

Child Safe Standards

Huntingdale Primary School as part of the Victorian Government state school system is committed to the safety and wellbeing of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse. In response to the recommendations in the 'Betrayal of Trust' Report, there are new regulations surrounding child safety, which are underpinned by the Child Safe Standards. These standards are:

1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
2. A child safe policy or statement of commitment to child safety
3. A code of conduct that establishes clear expectations for appropriate behaviour with children
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. Processes for responding to and reporting suspected child abuse
6. Strategies to identify and reduce or remove risks of child abuse
7. Strategies to promote the participation and empowerment of children.

Our Child Safe Standards Policy, including our Codes of Conduct are on the windows of the staff room. Please make sure you are familiar with them.

Confidentiality

Confidentiality is extremely important. Student Teachers and Volunteers are reminded that they will see and hear all sorts of things going on. Whatever you see or hear, particularly concerning children must not be repeated, except to a member of staff. You may also overhear staff discussing pupils academic and or behaviour progress with the individual student or in the staffroom. All information and comments made in school remain confidential to the school. It is unprofessional for student teachers or volunteers to comment on individual children to others, including the child's parents.

Communicating with Students

Huntingdale Primary School has a friendly and orderly learning environment. All student teachers and volunteers are asked to speak to students with respect at all times.

Daily School Communication

The whiteboard in the staff room is used to inform staff of events. Please check this each day. Any communications with other staff can be placed in cubby holes located in the staff area of the administration building.

Tea money

You will be required to pay tea money if you use coffee/tea/milk. There is a money box in the staffroom on the bench to add a gold coin donation each day you use the facilities. There are also a range of tasty snacks you can buy which you must pay for when you use it.

Computer Network Access

Student Teachers and volunteers may access the school computer network using the school computers. The login details are as follows:

User name: steacher

Password: teach123

Please do not share this password with students. Your supervisor will be able to assist you in navigating around the network.

Meetings (Student Teachers Only)

Student Teachers are strongly encouraged to attend staff and level meetings. Please discuss with your Mentor Teacher when these are and any other meetings you may be required to attend.

Yard Duty

Student teachers are expected to perform yard duty with their mentor teacher. Volunteers are encouraged to interact with children outside.

Excursions

Student Teachers and Volunteers may attend excursions if it is appropriate. Please discuss this with your supervisor prior to the excursion to find out what your role will be on the day and any expectations that the teachers may have of you. It is important to remember that you will act as another set of eyes to assist with the safety of all children on the excursion.

Student Cultural and Religious Beliefs

Our students come from a range of cultural and religious backgrounds. Please be mindful and understanding of these backgrounds and beliefs as they could impact on a students' ability to participate in some learning activities.

Taking Photos

You should not take photos of students on your phone and camera unless you have permission from your supervisor. They will need to check with Gill Penfold in the Office which students can have photos taken as some parents do not give permission.

Occupational Health and Safety

Huntingdale Primary School's HSR and Management OHS Nominee is Ruth Biddle.

Accidents/ First Aid/Student Allergies

If a child is ill or has an accident please tell the nearest teacher at once. All of our teaching staff and office staff are First Aid and Anaphylaxis trained (in alignment with the school's Anaphylaxis Management Policy and First Aid Policy). All Epipens are stored in the Health Centre at the Office. Disposable gloves must be used when dealing with wounds, sickness or other bodily fluids. If hypodermic needles or syringes are found, do not touch them but notify a member of staff immediately. Many of our students and teachers have allergic or anaphylactic conditions. These alerts are in classrooms/office area. While we are not a nut free school, please be mindful that some students are highly allergic to nuts so we discourage bringing nut products to school.

Hazards and Incidents

Student Teachers and Volunteers are responsible for:

- Reporting hazards and/ or incidents to Ruth Biddle;
- Co-operating with incident investigations; and

- Following safe work procedures and instructions.

Examples of Hazards that may be reported include;

- Trip or slip hazards;
- Storage and/or use of chemicals;
- Noise associated with the operation of plant and equipment; and
- Blind corners/ uncontrolled traffic intersections.

All injuries (either physical or psychological) that occur in the school ground must be reported immediately to the classroom teacher to be entered on eduSafe.

Evacuation/Fire Procedures

Student Teachers and Volunteers are asked to familiarise themselves with the emergency evacuation plan, displayed in the classroom you are working in. In the case of an emergency it is important that you stay with the teacher and evacuate the room with the class. Upon meeting at the evacuation site please notify office staff of your presence to cross check all adults are accounted for via the sign in book.

Smoking

Smoking is not allowed in the school buildings or anywhere on the premises.

Supervision

It is important that a VIT registered teacher is with you at all times when you are with children. The teacher is required to maintain a visual line of sight with you at all times. No Student Teachers or Volunteers will be left unsupervised with children.

Physical Contact

It is important to remember that as a Student Teacher or Volunteer you are seen as another professional within our school community so it is expected that you act in a professional manner at all times around children and avoid any unnecessary physical contact with students. There are times when you will need to touch a student, for example, if they have fallen over and need assistance in standing up. Please don't encourage students to sit on your lap or give you cuddles!

Photocopying

You are required to have a password to operate the photocopier. Please ask your supervisor for this. Please be mindful of how much photocopying you do. It is best to double side where possible to save paper!

School Assembly

Our school assembly is on Monday at 2.55pm in the Hall.

Student Wellbeing

Our core School Values encompass the learning at Huntingdale Primary School. It is central to the life at our school and students, teachers and parents are asked to demonstrate these:

Kindness- The quality of being warm-hearted, considerate, humane and sympathetic. The notion of 'treating others as you would like them to treat you'.

Courage- The quality of spirit that enables you to be brave and face challenging situations without showing fear.

Personal Best- The quality of putting in your best personal effort into all that you do and not having the focus on 'beating others'.

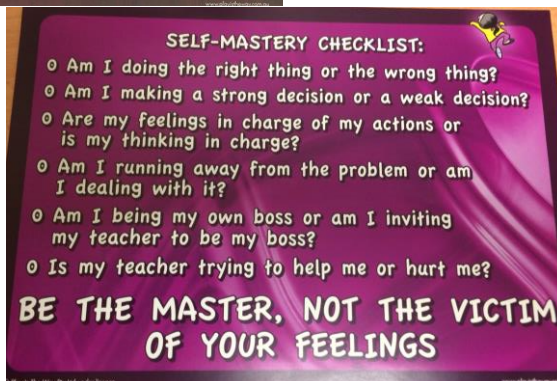
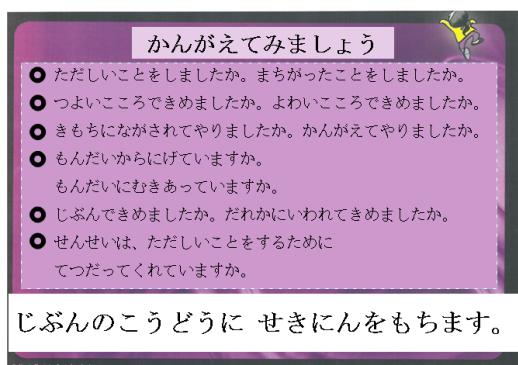
Creativity- The quality of showing creativity attributes and thinking in a range of contexts.

Kindness Courage Personal Best Creativity

We use 'Play is the Way' as our main student welfare and behaviour management program. 'Play is the Way' uses games to teach children social skills.

'Play is the Way' is based on 5 virtues and has a self-mastery checklist of questions that we use with students in class.

These posters are displayed in classrooms for you to refer to.



First Day- Assistant Principal

- School Tour
- OHS Induction & Risk Management
- Student Medical alerts and First Aid Procedures
- Emergency Management Plan and Procedures
- Legal responsibilities- Child Safe Standards, Code of Conduct, Duty of Care, Mandatory Reporting, custody issues, workplace bullying, harassment and discrimination

In your First Week- Supervisor

- Assign a working space in the classroom for you to use
- Give you access to the following documents:
 - School map
 - Specialist timetable
 - Yard duty timetable
 - An example of the classroom work program (Student Teachers Only)
 - Class list (Student Teachers Only)

They should show /discuss the following with Student Teachers:

- Photocopying and using the telephone and fax
- Marking the roll
- Location of Confidential student information
- Notices
- Borrowing books from the library
- Student management and welfare
- Location of teaching equipment (e.g. reading sets, maths equipment, teacher resources)
- School security
- Meetings you need to attend

Other- Student Teachers

During your teaching round you may like to discuss the following points:

- Staff handbook
- Staff roles and responsibilities
- Specialist roles
- Classroom Planning
- Homework
- Extra student assistance- SSSO Team, Program for Students with a Disability etc.
- Individual Education Plans
- Student awards
- Excursions
- Assessment schedule and data- GradeXpert
- Reporting
- Parent Teacher meetings
- Canteen
- AIP/Strategic Plan goals
- Any policies you are interested in
- School Council

At the Conclusion of your time at Huntingdale- Student Teachers

An evaluation will be completed about your performance on your teaching round as set by your University. This report should be discussed with you. If you have any further questions or concerns please see the Student Teacher Placement Coordinator.