



**HUNTINGDALE**  
PRIMARY SCHOOL

**VOLUNTEER**



# 2023 VOLUNTEERS INDUCTION

*'Engaging Minds Together'*

# WELCOME

- Welcome to Huntingdale Primary School.
- We are so glad to have you as a volunteer at our school.
- Volunteering, whether it be helping in the classroom, hearing children read, going on an excursion or camp is very rewarding.
- Children really value their parent's interest in their education and introducing them to their friends, teachers and what they are doing at school.
- This is a short summary on what to expect when you are a volunteer.



# POLICIES

- It is important that you read the following policies which are found on our website:
  - Visitors
  - Volunteers
- They can be found at <https://huntingdaleps.vic.edu.au/parent-information/#policies>





# PREPARATION

To prepare you for volunteering, there are a number of tasks you need to do:

1. You need to make sure that the classroom teacher knows you are helping out in the class. Please confirm the time and date with your child's teacher.
2. Please ensure that younger siblings are not with you when you volunteer.
3. With excursions and camps, you will have registered your interest at the office. Please ensure you have received a confirmation from the teacher that you are volunteering.



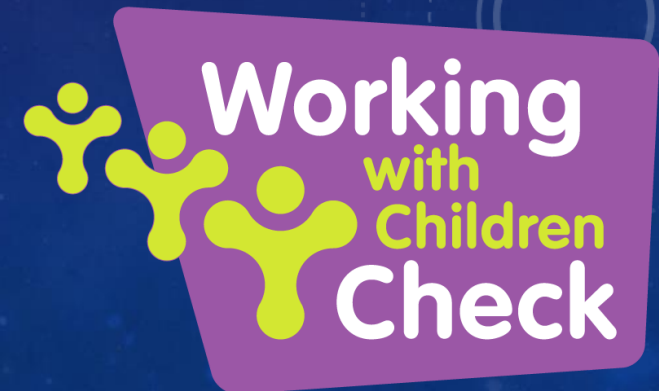
**We also understand that things can happen which prevent you from volunteering on a particular day which you have planned. If you are unable to attend, please contact the child's teacher as soon as possible so that they know.**

# WORKING WITH CHILDREN CHECK

- You'll need to have a valid working with children check. If you don't have a working with children check, you can apply for one below.

<https://www.workingwithchildren.vic.gov.au/>

- Please bring it with you the first time you volunteer at the school and Office Manager Gill Penfold will take a copy of it.
- The school also has a Working With Children Check Procedure which can be found at: <https://huntingdaleps.vic.edu.au/parent-information/#policies>



# EMERGENCY CONTACT FORM

- Gill at the office will ask you to fill in an emergency contact form.
- This is so we know who to call in case of an emergency with you.
- Forms are confidential and will be stored safely.





# CHILD SAFE STANDARDS

- The school adheres to the Child Safe Standards.
- There are a number of policies that can be found on our website at:
- <https://huntingdaleps.vic.edu.au/parent-information/>
- There are also hard copies of the policy available at the office.



# SIGNING IN

- When you arrive at the office you need to sign in on the iPad there.
- It will ask you for basic information such as your name and working with children check number. It will then print name tag sticker for you to wear during your stay.
- Don't forget you need to sign out at the office when you are finished!





# WORKING IN THE CLASSROOM

- When working in the classroom, you will be under the supervision of the classroom teacher.
- The teacher will give you directions on how you will help in the classroom. It may be helping students individually or working with a small group.
- If you are concerned about children not being on task or you have a question about what you are doing, please ask the classroom teacher.



# EXCURSIONS

- When going on an excursion you will work under the supervision of the teacher.
- They may assign you a small group of students to supervise during the excursion.
- They will give you instructions on what you need to do.
- It is advisable that you stay within eyesight of the teacher in case you need to refer to them.
- If you have any questions about what you need to do, you should ask the teacher.



# CAMPS

- On camp, you will usually be assigned an activity group to work with.
- The camp leaders and teachers will be there to assist you. Your main role is to assist in the supervision of the students.
- A separate camp induction will also be sent to you prior to going on camp.
- You'll be rewarded at camp with some good food and the experience is a lot of fun!





# CONFIDENTIALITY

- When working in the classroom, helping out at an excursion or camp you will see and hear some confidential information.
- For example, in the classroom you may see the reading levels of students.
- On camp you may see students take medication under the supervision of a teacher.
- It is important that you keep this information to yourself and not share it with other family members or adults in or outside the school.
- Please do not take photos or videos of students while volunteering unless asked to by the teacher.
- When working with students, it is important that you maintain some distance between you and not engage in physical touching.
- Please talk to the teacher if you are concerned about a child's behaviour.



# FIRST AID

- Sometimes accidents or first aid is needed by students.
- If you are assisting a group and first aid is needed, please alert the teacher. They will send the student to the office to be looked after by Gill.
- On camps and excursions, the teachers carry a first bag with them. Please take students to the teachers when out of the school.





# OCCUPATIONAL HEALTH AND SAFETY

- There are a number of occupational health and safety procedures you should know about when you are volunteering.
- You may be volunteering at a time when we are completing a fire drill. Please follow the teacher's instructions during this time so you are accounted for.
- There may be a hazard that you see, for example a fallen tree or a door that doesn't close properly. Please report these to the office.
- Just a note that smoking and vaping is not permitted on school grounds at any time.





# THANK YOU

- Thank you for reading this important information.
- We look forward to seeing you at our school soon.
- We hope that you find volunteering at Huntingdale Primary School rewarding and fun!

