



The Launceston Preparatory School

Volunteer Protocols

Rationale:

The Launceston Preparatory School places great value on the role of volunteers for many reasons. Foremost amongst these is our philosophy which views education as a partnership between home and school. Therefore, to have parents working in our school to assist children reinforces the interdependent role we share. It also sends a positive message to children that parents and the school believe each other is important and that learning transcends any physical boundaries between home and school. We believe it is also an important way of encouraging parents to feel comfortable about entering the school and contributing to their children's education.

There are many opportunities for parents to assist in our school. They include:

- working with children on a one-to-one basis on literacy, numeracy and physical skills
- assisting small groups with art, craft, cooking etc. activities
- sharing areas of expertise with children
- assisting at sporting events and in team coaching roles
- via Parents' Club, helping to organise fund-raising and other events
- working in the library to mend and shelve books
- attending school functions to develop a sense of school community.

This list is not exhaustive and we welcome parents to make other suggestions to the Co-Principals for ways in which they might assist in a volunteer capacity.

Protocols

For most tasks, staff will prepare the necessary materials and program and explain requirements to volunteers. Every volunteer will bring his/her own approach and personality to the task and we believe this enriches our school. However, volunteers are requested to adhere to the task at hand and not introduce their own initiatives to school activities without first checking with relevant staff or the Co-Principals.

Obviously, volunteers may develop their own relationships with the children with whom they work and this adds a positive dimension to the program. It is important to note, however, that things said by students to volunteers are to be treated in confidence; if volunteers believe the issues raised require action, they should be referred immediately to either the child's class teacher or the Co-Principals. Similarly, volunteers need to be discreet in what they say to students.

If volunteers have any queries or concerns, they are requested to raise them straight away with the Co-Principals.

Procedure:

Parents, guardians and carers are welcome to enter classrooms with their children at the start of the school day. If they wish to stay for a short time to chat with the teacher or engage in an activity with their child, no formal procedures need to be followed.

Parents, guardians and carers who wish to volunteer at the school on a regular basis must sign in at the school office on their arrival at school premises, receive and wear a "VISITOR" badge which is then returned as they sign out at the school office when departing from school premises.

Working with Children Registration:

Working with Children Registration (WWC Registration) is a compulsory check for many people who work with children under the age of 18 years in Tasmania. It was established by the *Registration to Work with Vulnerable People Act 2013* (the Act) and is administered by the Department of Justice.

The Act applies to anyone involved in child-related work in Tasmania. It does not matter whether the work is paid or unpaid, supervised or unsupervised.

The Act prescribes that anyone who is involved in a 'regulated activity' must hold a valid Working with Children Registration. Regulated activity in a school setting involves any teaching, training, care and/or supervision.

The majority of people volunteering at The Launceston Preparatory School will require a Working With Children (Volunteer) registration. (In 2016 the Volunteer Registration fee was \$17.76.)

Further information and online registration can be found at http://www.justice.tas.gov.au/working_with_children/application.

Evaluation:

This procedure will be reviewed as part of the school's policy review cycle.