



Volunteers and the School

Parents are invited into the school, and to participate in school activities, by those responsible for the conduct of the school.

Parents ought to be warmly welcomed to the classroom by class teachers. Their presence will serve to strengthen the relationship between home and school. Their presence, however, is always at the discretion of the staff. Likewise, children's work in the classroom may be closely perused only at the invitation of the class teacher.

All volunteers must agree to protect the integrity of students by not raising concerns about other students with anyone but the teacher or Principal. Events that transpire in the classroom, or wider school, should not be relayed to the broader community even if deemed "funny". Our concern is to protect the privacy, and integrity of students and their families.

The degree of parental involvement in the classroom, in formal lessons and on school excursions is entirely at the discretion of the class teacher in consultation with the relevant Coordinator or the Principal. He/she must determine when such help is needed, and which parents may best be able to contribute in the needed areas. Parents assisting in classrooms and on excursions, must always be under the direct supervision of a teacher appointed to the school by the Board. Whilst WWC exemptions are applied as best suits the circumstance, volunteers are encouraged to have WWC clearance and all volunteers whom an exemption does not apply must have a current **Working with Children** Volunteer clearance. Regular parent volunteers or those attending overnight excursions are given a copy of the Child Protection Policy or directed to the website.

Parents will be invited to assist in the administrative area of school life, and other whole-school activities, by the Principal. Officers of the Board may also invite parents to be involved in the school-life and in its property from time to time. All parent visitors must sign in at the front office.

Applying for a WWC

The first step is to submit your Working with Children Check application online by going to www.kidsguardian.nsw.gov.au/check. If you do not have access to a computer, please feel free to come into school and we will help you.

Once your application form has been completed online, you will be given an application (APP) number. Then, to complete the application, you must take your application number along with proof of identity to a NSW Motor Registry.

Once you receive clearance (or inability to work with children) is received, details are to be provided to the school. This should your clearance number, along with full name and birth date.

(any updates to this document need to be included in the Child Protection Policy)