

St Michael's Primary School Kaleen ACT



Volunteers Information Booklet



WELCOME

At St Michael's Primary School we aim to provide a safe and secure environment for the students and staff. Volunteers are those who visit the school on a regular basis. They may undertake a variety of activities to support the school staff. These activities may include working with children.

Thank you for your offer to help. We appreciate and value the time and effort you commit to St Michael's. We hope you enjoy the experience.

There are many advantages in having parents helping at the school:

- It provides valuable assistance to teachers and students
- It provides an opportunity for you to discover about learning in our school
- It gives you a better understanding and interest in education in general and
- It draws our school and community together.

PARENT VOLUNTEERS AND HELPERS

All parents working as helpers or volunteers in the school are required by law to register with The Office of Regulatory Services for a Working with Vulnerable People card. These forms are available at www.ors.act.gov.au/community/working_with_vulnerable_people or from our school website. It is free for volunteers to apply and the WWVP card is valid for 3 years. The school must hold a copy of the card once it is received.

When volunteering for the school the WWVP card must be on you at all times.



PROCEDURES

- Report to the Front Office prior to undertaking any activity at the school.
- Sign the Volunteers Book and receive a volunteer's Sticker/ identification. This sticker must have the volunteers name on it if they do not have other visible identification and must be worn at all times while on school grounds.
- Volunteers are required to report back to the Front Office before leaving the school at the completion of each visit. At this time they will sign out using the Volunteers Book.
- Maintain appropriate confidentiality regarding any student that they may work with.
- Seek advice and direction from an appropriate staff member regarding all student management concerns and questions.
- Comply with staff directives at all times, particularly in the event of an emergency.

GENERAL INFORMATION

SCHOOL HOURS

- 8.20 – Supervision begins
- 8.50 – Morning gathering then classes begin
- 10:50 - Morning recess
- 11:00 - Dismissed for play
- 11.30 - Classes resume
- 1.20 - Lunch – supervised eating time
- 1.30 - Children dismissed for play
- 2.00 - Classes resume
- 3.00 - Dismissal
- 3:15 - Supervision concludes

AMENITIES

The toilets are situated in the Administration block. Please enter via the Front Office.

EVACUATION PROCEDURE

At St Michael's Primary School the safety and well-being of students, staff, parents, visitors and volunteers is a priority. We acknowledge that emergency situations may arise from time to time and there is a need to ensure an adequate response to any emergency situation. It is vital to the safety of the school community that at any time all those present at the school may be evacuated to a safe point should an emergency occur. It may also be implemented in the case of a chemical spill. At these times the best procedure to minimise any risk to students, staff and adults is to evacuate the building and assemble to a designated area until the emergency has been resolved.

