



# BALARANG PUBLIC SCHOOL

Principal: Mrs Anne-Marie Hurley

Government Road  
Oak Flats N.S.W. 2529  
Phone: (02) 4256 1846  
Fax: (02) 4257 1441  
Email: balarang-p.school@det.nsw.edu.au

## Parent and Community Helper Policy

The contribution which parents have traditionally made in schools is highly valued. Volunteers play an important role in our school and many of our classroom and sporting programs would not be in operation if it were not for your assistance. Children, parents, teachers benefit from positive links formed with our school community.

The "best" possible outcomes from all children's education are very much enhanced by a strong partnership between parents, teachers and students.

Parents and community members are welcome at Balarang PS. There are numerous roles that non-school based personnel can be involved in to support the school in its core business of improving learning outcomes for students.

Privacy legislation requires all persons who are involved in situations where sensitive and confidential information is used, to be aware of their responsibilities.

As helpers in the school, there may be times when private and confidential information is open to observation and perusal. It may be that parents are required to record information relating to students' progress for example. In this situation, a helper would have access to scores or marks of numerous students. It would be totally inappropriate for this information to be used in any way other than for the purposes determined by the teacher.

Information gained from your experiences at this school must not be shared with any other person(s).

An orientation session needs to be completed by all volunteers. As a volunteer at Balarang Public School we request that the following Departmental and school based procedures be followed:

- Complete and return the *Volunteers' Terms of Agreement*
- Complete and return the *Working with Children Check- Declaration for Volunteers*.
- Read the summary *Code of Conduct*.
- Sign in at the office on arrival. The sign-in book is located on a table just inside the front door.

- Collect a “Visitor” badge and wear it at all times while working within the school. This is requirement for child protection and for WHS reasons.
- Return the badge and sign out when leaving
- Know the evacuation procedures and route for your room.
- Be aware of the health care needs of children in your class, in particular children with asthma and allergies. The class teacher can provide you with this information. Any concerns relating to the health of any children with whom you are working must be referred immediately to the classroom teacher.

## General Information

### Session Times

Morning	Mid	Afternoon
9:10 – 11:10	11:50 – 1:40	2:00 – 2:55

- Toilets are available for volunteers to use. These are located in the Infants department, next to 1M

## Code of Conduct

At Balarang Public School we strive to provide a teaching and learning environment that promotes dignity and respect. The aim of this *Code* is to establish a common understanding of the standards of behaviour expected of all volunteers who assist with excursions, sporting events, camps and school based programs. The welfare and safety of students and staff at Balarang Public School is our highest priority.

By accepting the term of this policy you must be aware of and comply with this *Code*.

- All information that helpers are privy to as a result of being in a classroom and the wider school, must be kept in the strictest confidence. If confidentiality issues are compromised, the support provided by the volunteer helper(s) will need to be reviewed as there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting are very serious matters.
- Activities in which the helper is involved must take place under the direct supervision of the teacher. All matters or concerns regarding the behaviour of a student and associated discipline issues must be reported to and dealt with by the student's teacher.
- In the interest of maintaining a quality education in the classroom we recommend that parents make alternative arrangements for the supervision of younger siblings. If it is necessary for a parent helper to bring a younger sibling into the classroom, the sibling must remain under the direct supervision of the parent. Disruptions caused by toddlers or pre-schoolers can impact on the teaching and learning taking place in the classroom.

- Teaching, programming and classroom organisation is the responsibility of the classroom teacher. Parent comments about a teacher's classroom teaching practices, either to the teacher or to others, is a serious breach of trust and confidentiality and undermines the teacher in question. If confidentiality issues are compromised, the support provided by the volunteer helper(s) will need to be reviewed as there may well be legal implications arising from such a breach.
- If parent helpers are unable to attend at the negotiated time please let the classroom teacher know either by phone or a note via your child.
- Parent helpers / volunteers will be required to sign the *Working with Children Check- Declaration for Volunteers*.
- All workers, voluntary or paid who deal directly with children in NSW have to complete the declaration.
- Always show mutual respect in all interactions with staff and students, be courteous and sensitive to the needs of others.
- Dress and behave in a way that models appropriate standards for students. This includes no swearing, or the use of threatening or abusive language
- Focus on allocated students, or groups of students, not your own child
- Volunteers must not be under the influence of alcohol or illegal substances.
- Alcohol is not permitted on school premises or at any time when students are present
- Only teachers or SASS staff are to comfort a child if they are physically or emotionally hurt.
- Only teachers or the principal are to intervene in dangerous or conflict situations.
- Only teachers or staff are to reprimand or discipline students
- Smoking is not permitted on the school grounds.
- Should a child disclose any information that relates to the safety or welfare of the child this must be reported immediately to the classroom teacher.
- All helpers must refer questions regarding a student's progress to the child's teacher.
- No children, either school age or pre-school, should be in the canteen whilst food is being prepared or served.

This policy is a requirement of the Department of Education and Communities. We value the contributions parents make to the learning of our students.



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## ***VOLUNTEERS' TERMS OF AGREEMENT***

At Balarang Public School we strive to provide a teaching and learning environment that promotes dignity and respect. The welfare and safety of students and staff at Balarang Public School is our highest priority.

By signing this form I .....(name ) hereby agree to:

- Maintain the strictest confidence in relation to student and teacher information. If confidentiality issues are compromised, I understand that my volunteer support will need to be reviewed and that there may be legal implications arising from such a breach.
- Refer all matters or concerns regarding the behaviour of a student and associated discipline issues to the student's teacher.
- Refrain from making comments about a teacher's classroom teaching practices, either to the teacher or to others, and understand that it is a serious breach of trust and confidentiality and undermines the teacher in question.
- Complete the *Working with Children Check- Declaration for Volunteers* which will be filed in the school office.
- Always show mutual respect in all interactions with staff and students, be courteous and sensitive to the needs of others.
- Dress and behave in a way that models appropriate standards for students. This includes no swearing, or the use of threatening or abusive language
- Not consume alcohol on school premises or work with students while under the influence of alcohol or illegal substances.
- Smoke outside the school grounds, at least 10 metres from the school boundary
- Refer information relating to the safety or welfare of a child immediately to the classroom teacher.
- No children, either school age or pre-school, should be in the canteen whilst food is being prepared or served.

Signed.....

Date.....



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## HOW TO VOLUNTEER AT OUR SCHOOL

Welcome to Balarang Public School. If you wish to volunteer at Balarang Public School in 2016 there are a few things that you need to do.

- Firstly, please register online with the Office of the Children's Guardian and apply for a Working with Children's Check. This process is very simple.

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

- Once you have applied you will receive an application number for the interim.
- Print this email out and take it to your nearest Motor Registry, RMS agency or Service NSW office who will then verify your 100 points identification (eg: Passport, Driver's Licence, Medicare Card). There is no cost involved for volunteers.
- They will issue you with a receipt. Once you have completed this process bring your WWCC number and receipt into the school office.
- You will then need to go through an induction process with the School Principal before you are able to commence volunteering.

You need to apply for a WWCC number for the following:

- Canteen
- Classroom
- Crunch and Munch
- Driving students to camp or excursions
- Reading groups
- Helping with craft groups
- P&C committee members
- Helping with fundraising activities
- Any child related activity

**This is now a government regulation on which the school is audited**

We would like to take this opportunity to thank you and we look forward to working with you at Balarang Public School.

## Working with Children Check – Declaration for volunteers and contractors (other than contractors in the Assisted School Travel Program)

1. Subject to section 2 below, this declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors (other than contractors in the Assisted School Travel Program) who will have direct contact with children in the provision of administrative, clerical or maintenance services or other ancillary services, however the work will not ordinarily involve contact with children for extended periods.

Once the person has completed and provided this declaration, along with Proof of Identity that meets the 100-point check ([Appendix 6](#)), the person can commence engagement as a volunteer or contractor. The completed declaration and Proof of Identity are to be filed in secure storage by the area engaging the volunteer or contractor.

2. This declaration does not apply to:

- (i) volunteers and contractors who will provide personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing), or mentoring services as part of a formal mentoring program provided by a government or non-government agency – who will be required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Children's Guardian) as a condition of engagement. If they do not have this yet, they must apply to obtain this from the NSW Children's Guardian (per [Appendix 4: Information sheet for applicants](#)).
- (ii) contractors in the Assisted School Travel Program, and all other contractors whose work will ordinarily involve direct contact with children for extended periods – these contractors will be required to have a WWCC Clearance Number as a condition of engagement.
- (iii) new volunteers in the Duke of Edinburgh's International Award – these volunteers will be required to have a WWCC Clearance Number as a condition of engagement.

**\*Note:** Transitional provisions apply to existing volunteers and contractors (i.e. those engaged as a volunteer or contractor, or placed on a volunteer or contractor engagement list, immediately prior to 15 June 2013). Refer to [Appendix 9: Transitional arrangements for existing child-related workers](#).

Surname	First Name	Middle Name
Other names/aliases (include all names or aliases used currently or in the past)		Female <input type="checkbox"/> Male <input type="checkbox"/>
Date of birth	Place of birth (City, State and Country)	Telephone
Address (Number, Street, Suburb/City)		State      Postcode
Work title:		Work location:
Please provide the details of the approved documents according to the 100 point Proof of Identity check		
Document Name	Issuing Agency	Reference number

It is an offence for a disqualified person as defined in section 18 of the Child Protection (Working with Children) Act 2012 to undertake or remain in child-related employment. Without limiting the application of section 18 of the Act, this includes persons who have been convicted of the following offences (including equivalent offences in other states):

- murder of a child;
- manslaughter of a child (other than as a result of a motor vehicle accident);
- an offence involving intentional wounding or causing grievous bodily harm to a child by an adult who is more than 3 years older than the victim;
- the common law offence of rape or attempted rape;
- an offence under the Crimes Act 1900 relating to sexual assault, aggravated sexual assault, aggravated sexual assault in company, assault with intent to have sexual intercourse, indecent assault, aggravated indecent assault, or the attempt to commit any of these offences;
- an offence under the Crimes Act 1900 relating to sexual intercourse-child under 10, Attempting, or assaulting with intent, to have sexual intercourse with child under 10, Sexual intercourse-child between 10 and 16, Attempting, or assaulting with intent, to have sexual intercourse with child between 10 and 16, Persistent sexual abuse of a child, Procuring or grooming child under 16 for unlawful sexual activity, Sexual offences-cognitive impairment, Sexual intercourse with child between 16 and 18 under special care;
- an offence under the Crimes Act 1900 relating to incest, incest attempts, bestiality;
- an offence under the Crimes Act 1900 relating to Sexual assault by forced self-manipulation, Causing sexual servitude, Conduct of business involving sexual servitude;
- kidnapping unless the offender is or has been the child's parent or carer;
- an offence under the Crimes Act 1900 relating to Promoting or engaging in acts of child prostitution, Obtaining benefit from child prostitution, Premises not to be used for child prostitution, Production, dissemination or possession of child abuse material;
- an offence under the Crimes Act 1900 relating to Injuries to child at time of birth, Abandoning or exposing a child under 7 years;
- an offence under the Crimes Act 1900 relating to Voyeurism, Filming a person engaged in private act, Filming a person's private parts;
- an offence under the Crimes Act 1900 relating to Installing device to facilitate observation or filming
- an offence under the Criminal Code of the Commonwealth relating to Sexual intercourse with child outside Australia, Aggravated offence--child with mental impairment or under care, supervision or authority of defendant, Persistent sexual abuse of child outside Australia;
- an offence under the Criminal Code of the Commonwealth including Procuring child to engage in sexual activity outside Australia, "Grooming" child to engage in sexual activity outside Australia;
- an offence under the Criminal Code of the Commonwealth relating to Sexual servitude offences against a child;
- an offence under the Criminal Code of the Commonwealth relating to Using a postal or similar service for child pornography material; or
- attempt, conspiracy or incitement to commit the above offences.

## Declaration

I declare that I am not a disqualified person within the meaning of section 18 of the Child Protection (Working with Children) Act 2012.

I am aware that providing false or misleading information in this document may lead to the following:

- the Department withdrawing any offer of engagement that it has made to me; or
- the Department terminating my engagement; and
- the Department considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature	Date
	/ /

# new the working with children check

## FACT SHEET 6

July 2013

### Fee information

The new Working With Children Check provides better protection for children than the previous model. It has a broader reach, extending to volunteers and self employed people; examines a full set of national police records, not a subset as with the previous model; and cleared individuals will be subject to ongoing monitoring for relevant new records for the five year life of the clearance.

The new Check has been streamlined with online operations for child-related workers and their employers. The Check is also fairer for child-related workers, with the Administrative Decisions Tribunal able to review most bars.

Paid workers will pay \$80 for a five year clearance, which equates to \$16 per year; the lowest fee for a Working With Children Check in Australia (together with Victoria). The cost is not refundable if the applicant becomes barred or withdraws their application.

	Paid Workers	Volunteers	Valid (years)	Annual cost for paid workers
NSW	\$80	free	5	\$16*
VIC	\$100.20	free	5	\$20.04
QLD	\$73.45	free	3	\$24.48
WA	\$53	\$10.30	3	\$17.67
ACT	\$71	free	3	\$23.67
NT	\$52	\$5	2	\$26

\*If paying by cheque, please make the cheque payable to Roads and Maritime Services.

The Check remains free for:

- volunteers
- students over 18 on professional placement
- potential adoptive parents
- authorised carers (foster carers and other authorised carers of children in statutory and supported out-of-home care)
- adults who reside in the home of; an authorised carer (as defined above), a family day care service provider; or a home-based education and care service provider.

See also:

[Child Protection \(Working With Children\) Act 2012](#)

[Child Protection \(Working With Children\) Regulation 2013](#)

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Office of the  
Children's Guardian

For more information  
Working With Children Check (02) 9296 7276  
email [newcheck@kidsnsw.gov.au](mailto:newcheck@kidsnsw.gov.au) or visit [www.kidsnsw.gov.au](http://www.kidsnsw.gov.au)  
133 677 or 1300 555 727 131 450