



CLASSROOM HELPERS INDUCTION

Thank you for your interest in supporting the learning and teaching at Malvern Valley Primary School. In line with our Child Safety Policy and Child Safe Standards, all volunteers are required to:

1. Familiarise yourself with the contents of this booklet
2. Click on the link at the end of this booklet to complete the quiz
3. Register Malvern Valley Primary School as an organisation at which you volunteer on your WWCC



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Welcome

We welcome you to the classroom helper program, and thank you for taking the time to volunteer as a classroom helper. It is important for all of our classroom helpers to complete the induction program annually as it will:

- ensure our students are kept safe, in line with Child Safe Standards
- help develop your understanding of your role within the classroom
- give you an understanding of the legislative requirements a classroom helper must meet
- comply with OH&S legislative requirements
- ensure you are working as per [Malvern Valley Primary School Volunteer Policy](#)
- provide an opportunity for Malvern Valley Primary School to acknowledge our helpers as a highly valued resource for all of our students

School Values

Our school values are embedded into our classroom helper program. These values assist us to create confident children with choices for their future.

Our school values are:

Cooperation, Respect, Confidence and Resilience

Our four pillars are Positive Wellbeing, Outstanding Achievement, Capacity Building and Global Citizenship. These pillars form the foundation for our school which seeks to provide the best possible education for every student.

Being a Helper

Your role as a classroom helper is to assist the learning of all students in the classroom under the direction of the classroom teacher. It is important to follow the teacher's instructions as this ensures consistency in working towards student learning outcomes. Involvement at your child's school will help to keep you informed of what is currently happening within the school and helps build positive relationships between yourself and the school community. Being a valued member of the school community, and your willingness to assist in classroom activities, shows what can be achieved when this important partnership has been formed. While assisting in the classroom, you are providing a role model for learning and students will view your participation as acknowledgement of the value of schooling.



While in the classroom...

As a classroom helper you need to:

- ensure the safety and care of students, including students' wellbeing
- follow the direction of the classroom teacher
- support and encourage students by praising their efforts in a positive manner - you can use our values to help encourage a student with their progress
- demonstrate and model appropriate conduct - we do not expect the students to follow any rules that we are not willing/able to follow ourselves
- ask for help when you are not sure – our staff are happy to assist you with any questions
- encourage students to remain on task – a gentle reminder helps them to complete their work
- assist ALL students and not just your own child – it is important that all students have the same opportunity to receive your help



Confidentiality

All children can learn and will learn at different rates and have different learning needs. As a classroom helper it is important not to compare any student's learning, behaviour, language, etc with anybody other than the classroom teacher. The privacy of both students and families must be respected at all times. This means you must not mention names or progress of students or teachers who you have worked with in front of your own children or other parents, including using technology to send photographs, send SMS messages or emails, post to social media, and make voice calls or video calls. Children and parents can be easily hurt by apparently harmless remarks from other adults or children. No classroom helper has permission to take photographs or video recording of any school event on their personal device.

Signing in and out

Malvern Valley Primary School's Visitors Policy outlines the processes with which all visitors need to comply in order to volunteer at Malvern Valley Primary School. All volunteers engaging in child related work will need to: sign in and sign out at the office (if volunteering during school hours) present a current WWCC, comply with the Malvern Valley Primary School Code of Conduct always wear, and clearly display, a Visitor lanyard and follow the directions of the teacher/event organiser at all times (including Emergency Management Procedures).

Excursions

When on a school excursion, please remember:

- care and safety of students is our number one priority at all times
- follow the instructions of your role & duties that will be provided by the teacher
- you may be assigned a small group of students to be responsible for
- to regularly count the students in your group to ensure all are present is good practice
- consider the consistency and fairness for all children - no special treats (e.g. food from the coffee shop, ice creams, toys, etc.) are permitted for any child or group of children
- always take small groups to the toilet and keep the group together
- while we try to keep you with your own child during excursions, it is not always possible, and we appreciate your understanding
- your seatbelt must be worn while travelling on the bus
- be mindful of the weather – if it is cold and raining, dress in warm, waterproof clothing. On hot and sunny days, bring a hat and wear sunscreen. A wide-brimmed hat is required from the beginning of August to the end of April, in line with our Sun Smart policy.



- your role begins the minute you leave the classroom and does not finish until everybody is back at Malvern Valley Primary School. Helpers who attend excursions and camps must travel on the bus to and from the venue and remain with the group at all times.

Swimming program

Our swimming program for students will run dependent upon Covid-19 restrictions on school activities. In Prep and Year 1 the program runs for 8 lessons (30 minutes per lesson) and students in Years 2, 3 and 4 attend 6 lessons (45 minutes each).

As a classroom helper your responsibility will be to:

- assist students to get on and off the bus
- support the teacher with supervising students on the bus
- help students to change before and after their lesson

Please ensure you are never in a changing room alone with a child. Physical help and intimate care requirements should only be provided by a staff member. While the students are partaking in their swimming lesson, classroom helpers are asked to sit and observe the lesson. Please do not interact with the students or instructors during the lesson. If you have any questions or comments, these should be directed to the classroom teacher or the PE teacher after the lesson has ended.

Sporting excursions

Most sporting excursions take place outdoors so helpers should be mindful of the weather. Please ensure you are dressed appropriately. Sporting excursions still run during light rain and are only cancelled in heavy rain.



Working with Children Check (WWCC) & Child Safe Standards

All of our volunteers are required to have a valid WWCC. If you don't have a current WWCC, please use the following link www.workingwithchildren.vic.gov.au to apply. When you sign up for your WWCC, please ensure you list Malvern Valley as an organisation where you will volunteer. If you already have a WWCC, please update your details listing Malvern Valley Primary School as a school you are volunteering at. VIT registered teachers are exempt from applying for a WWCC, but must present their VIT card to the office. This card expires every year in September – replacement cards must be presented to the school office annually. Police officers are also exempt, but must present their police identification badge. This will need to be done every year to ensure that you are meeting the [Child Safe Standards](#) and the [Malvern Valley Working with Children and Suitability Check Policy](#).

Covid-19 Health and Safety Requirements

The Covid-19 health and safety requirements from the Victorian Government and the Education Department are constantly evolving on the advice of the Chief Health Officer. It is expected that all volunteers will adhere to the most current requirements. This means that all volunteers must maintain physical distancing of 1.5 metres. If volunteers are experiencing any cold or flu symptoms they must not attend school site or excursions and should go to get tested.

Frequently asked questions

1. My toddler is sick so cannot attend kinder. Can I bring her to Malvern Valley with me for my volunteer session?

Unfortunately not. We cannot allow younger siblings to visit classrooms with you when you are volunteering because of OH&S requirements.

2. Can I post photographs of my own child on a school excursion to my own social media platform?

No. All children are under the duty of care of the school whilst engaging in any school activity.

3. My child's birthday falls on the day of an excursion. Can I attend and turn the day into a birthday celebration?

You may attend the excursion if agreed with the classroom teacher but it is not appropriate for a school event to be used to mark a special occasion for an individual student.



Volunteer Occupational Health and Safety (OHS)

Induction

Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteers to:

- Report to the office or designated site contact upon arrival at site
- Complete an OHS induction by completing the questionnaire at the end of the Classroom Helper Program
- Sign in/out and ensure their visitors pass is worn at all times whilst on Department or other premises
- Have a current Working with Children Check, where applicable.
- The volunteer OHS induction is valid for 12 months.

Department Health, Safety and Wellbeing (HSW) Policy

The Department has the Health, Safety and Wellbeing Policy, which has been endorsed by the Department Secretary and can be seen below:



Required conduct/behaviour:

All volunteers are expected to abide by the workplaces code of conduct while on site.

This includes:

- No smoking on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any volunteer under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Personal possessions should be secured and not left unattended.
- Abide by the workplaces traffic management procedures.
- Report any problems, hazards, or incidents to the teacher in charge
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

Access arrangements

Access

All volunteers must report to the office and sign in upon arrival or designated point where not on Department premises. This requirement is indicated on signage located at all entrances to the school, see below:

Emergency Management

Emergency Procedures

On hearing the emergency alarm please follow all directions from the Incident Controller and the teacher in charge. Once at the evacuation site, see any staff member to ensure you are accounted for. Wait for further instructions from the Incident Controller.

Evacuation Point

Please note the evacuation points located on the evacuation map in each classroom.

First Aid

Malvern Valley Primary School staff are trained in Level 2 First Aid and CPR. In the event of an injury that is not serious, report or escort the injured party to the first aid room. If the injury is serious, ring 000, do not wait for a first aid officer. Stay with the injured party. Send someone else to find the first aid officer or workplace manager. If no one else is available, ring the school number and inform the office that someone is injured at your location. If trained, apply first aid to the injured party. Once the incident is over, assist the first aid officer with details of the incident.



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Hazard and Incident Reporting

Any hazard or incident that poses a risk to the safety of a student, parent, visitor, volunteer or employee must be reported. If the incident is threatening life or property you must call 000 immediately. This number will connect you to the following emergency services:

- police for crime, injury that may not be accidental, or assault
- ambulance for injury and medical assistance
- fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials

If the incident isn't threatening life or property you need to let any staff member know of the details of the hazard or incident.



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The next steps...

1. Complete the Classroom helpers quiz by following [this link](#) or scan this QR code:



It is a requirement that you complete this course, including the quiz, every academic year before volunteering with any school based activity.

2. If you haven't already done so, sign up for your WWCC and include Malvern Valley Primary School as an organisation you will be volunteering with.

3. Consider what aspects of the school you would like to help with, you don't always have to help in your child's class. Once you know how you would like to offer your assistance, please email the school (malvern.valley.ps@education.vic.gov.au) and address it to the relevant teacher or school program

If you have any questions regarding the classroom helper program, please contact Tracy Skiba - Principal (tracy.skiba@education.vic.gov.au) or Amy Tinetti – Assistant Principal (amy.tinetti@education.vic.gov.au)

Thank you for being a part of the learning community at Malvern Valley Primary School and for making a positive difference for all our students and teachers. We appreciate your support.

Tracy Skiba

Principal

Malvern Valley Primary School