



**BROUGHTON**  
ANGLICAN COLLEGE

## **PARENT AND GRANDPARENT HELPERS PROTOCOLS**

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### 1. Rationale

The College values the partnership between teachers and parents as they work together to give students opportunities to be engaged in classrooms and cocurricular activities and to maximise educational outcomes.

The College appreciates the willingness of members of our College community, such as parents and grandparents, who assist staff in the classrooms, in our cocurricular programs and College activities.

The safety and wellbeing of our students is a priority of the College and our parents. To ensure this the following guidelines for Parents and Grandparent Helpers have been developed.

### 2. Expectations of Volunteers

Parents and other volunteers assisting with activities do so on the understanding that:

- Volunteers are required to complete a Working With Children Check before they can help in the College or on an excursion.
- Volunteers contribute to the positive culture of the school through their positive attitude, actions and words.
- The teacher remains responsible for the duty of care, safety, wellbeing and care for students.
- The teacher is responsible for the programs operating within the classroom, at school or on an excursion.
- The conduct and manners of volunteers should at all times be acceptable and an appropriate model for students.
- Volunteers are asked to co-operate with class teachers to ensure the safety and welfare of students.

- Volunteers must sign in and out at the Student Services Centre when participating in school activities.
- Volunteers **must** report any child protection concerns or disclosures from students to the Headmaster or his representative.
- Volunteers are **required** to follow the school's emergency evacuation procedures at the time of any emergency or practice drill.
- Volunteers **must** maintain the confidentiality and privacy of students, staff and College families.
- Volunteers understand that they are not to take pictures of children undertaking activities and should not share information or make comments of activities they are involved in to others or through social networking site.
- Volunteers will follow College protocols and procedures to raise any concerns in relation to students, staff or other members of the College community.

### 3. Working With Children Check Employment Screening

Volunteers helping in classrooms and on activities are required to complete a Working with Children Check via the Office of Children's Guardian website <http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/apply/apply>.

You are then required to go to Service NSW with your application number to have your identity verified. The process is of no cost to volunteers.

All volunteer helpers in the College are required to provide the following details to the College:

- Full name
- Date of birth
- Working With Children's Check number
- Working With Children's Check expiry date

This information will allow the College to do a verification of the volunteer helper's Working With Children Check with the Office of the Children's Guardian. **This verification must be finalised before the volunteer/helper can commence working with Children.**

You may also be asked to complete any other forms that may be required from time to time for the purpose of fulfilling the College's obligations under the Children Protection (Working With Children) Act 2012 (NSW) (as amended or replaced from time to time), and any other applicable legislation dealing with child protection.

### 4. Signing In / Signing Out

All parent volunteers are required to sign in and out at Student Services. A visitor pass will be issued and must be worn for identification purposes.

These procedures are vital for staff to be able to identify who is on site particularly in the event of an emergency.

## 5. Child Protection

All members of our College community are committed to ensure the safety of our students at school and at home. The College Child Protection Protocols for staff and volunteer helpers working with students include:

- No staff member or volunteer should be working or meeting with students in a room by themselves.
- No staff member or volunteer should share personal information with students.
- **If a student discloses information which may indicate they are the victims of any reportable behaviour then this must be reported to the Headmaster immediately.** If the Headmaster is not on the school site then the concern must be reported to either the Head of Junior School or the Head of Senior School.
- Should a student disclose any information relating to child protection concerns, the staff member or volunteer should not ask any further questions relating to the matter so that they do not hinder further investigations by external authorities.
- Staff or volunteer helpers should not discuss any concerns they may have relating to the child protection of our students with other staff or members of the College community.
- Volunteers should report any concerns about the safety, welfare and well-being of a child to the Headmaster or a Head of School.
- Volunteers should report any concerns that they may have about inappropriate actions of any staff member, contractor or volunteer that involves children or young people to the Headmaster.
- Volunteers who become aware that a staff member, contractor or volunteer has been charged with or convicted of an offence relating to Child Protection must report this information to the Headmaster.
- Volunteers who become the subject of an allegation of 'reportable conduct', due to behaviour within or external to the College, must inform the Headmaster of this allegation immediately.

## 6. Confidentiality

All students enrolled in the College are protected by Privacy legislation.

As a visitor to the classroom you may become aware of information which should not be shared with others outside the classroom; for example, children with additional needs, on behaviour programs or information that a student may share with you.

Included in these Protocols is a privacy statement for you to sign which declares that you are aware that such information needs to remain confidential and should not be discussed outside of the classroom. Should this occur, your volunteer arrangements will be reviewed.

This is for your protection, as well as the protection of your own child and the other students in the class.

The College also requests that similar courtesy be given to the teachers. If you have concerns regarding a teacher, please follow the guidelines for grievance matters as found in the student handbook.

## **7. Accidents to Students**

In the event of an accident, emergency first aid should be rendered by teachers and the office is to be informed, so that parents can be contacted and medical help arranged. If an accident on an excursion requires transport of an injured student in a teacher's car, another staff member or parent should also travel in the car, or, if this is not possible, another student.

All accidents must have a written accident report completed. Incident Report Forms can be collected from the office.

First aid supplies are available from the Sick Bay/Junior School Office along with portable first aid kits for use on excursions.

## **8. Accidents to Staff Members, Volunteer Helpers or Visitors to the College**

Staff and volunteer helpers should adopt safe work practices in all that they do. Any potential safety hazard must be reported to a senior member of staff. Staff must refer any safety matters of concern to the Work Health and Safety Committee for consideration. Any accident to a staff member or volunteer should be reported to the office for insurance purposes.

In the event of an accident, emergency first aid should be rendered and the office contacted so that medical help can be organised and alternative arrangements can be made to supervise classes.

Any teacher/parent helper/visitor may send a student to the College Sickbay. Students should be sent with a note in the student handbook, or in serious cases accompanied by a teacher.

Should an accident occur, the following procedures should be followed:

1. Check for the immediate safety of all students.
2. Send for assistance to the Sick Bay at Student Services.
3. The Head of the Junior School should be called to any accident not considered minor
4. An Accident/Incident report should be filled in and signed as soon as possible after the accident. This form should be completed by the teacher initially involved in the incident.
5. The Accident/Incident Report should be given to the Head of School before signing out from the school premises.

## **9. Discipline in the Classroom**

The Junior School has discipline programs which are displayed in the classroom. All volunteers are required to follow these programs. Discipline of students should be under the guidance of the classroom teacher. Some students are completing individual programs and the teacher will instruct you in any requirements that they would like you to follow.

Whilst general policies of fairness abide, there may be situations that are ongoing and therefore the teacher's judgement needs to be respected when dealing with students in the class. Again, if you are concerned, please follow the grievance policy.

Please do not take on issues of discipline. Please refer the matter to the class teacher.

## **10. Evacuation, Lockdown and Lockout Procedures and Student Safety**

### **a. Evacuation**

In the event of an evacuation, a continuous siren sounds across the College. Students are escorted to the evacuation point under the large COLA (Covered Outdoor Learning Area) in the Junior School Playground via the safest route, where they are accounted for and remain safely supervised until the 'All Clear' is given. Any parents who are visiting the College, during an evacuation should proceed directly to the evacuation point at the COLA.

### **b. Lockdown**

In the event of a Lockdown, a siren sounds intermittently. Teachers secure students in their classroom, mark the roll and maintain a secure environment until the "All Clear" sounds. Any parent helper who is working with a group of children at the time of a lockdown are to remain with the class and their teacher.

Other parents who are visiting the College in the event of a Lockdown, should proceed to the nearest office for a secure waiting spot. No parent or visitor is to attempt to access a classroom during a lockdown as teachers need to be able to account for all persons under their care.

After the 'All Clear' has been given after a Lockdown, parent helpers and visitors are to immediately return to the College Office at which they signed in at so that office staff can verify that helpers and visitors are safe.

### **c. Contact During an Emergency**

In the event of any emergency situation, please do not phone the College landline or your child on a mobile phone. This action overloads the phone lines and mobile networks which are needed to communicate with emergency services.

The College will communicate information to parents through the Emergency Services such as SES and the Police and parents will be updated via SMS.

Please do not call or message family or friends during an emergency as this may create difficulties for Emergency Services.

**d. Instructions During an Emergency**

It is very important that parents follow the directions of College staff during any emergency procedure. Whilst we appreciate your concern for your child, our staff are trained in how to react and follow College safety procedures. No child will be released to a parent in an emergency situation unless the teacher is confident that it is safe to do so.



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As a volunteer of Broughton Anglican College, I am aware that I need to have a current Working With Children Check (WWCC) prior to commencing with the class.

I will respect the privacy of teachers and students and will follow correct procedures if a problem or concern arises.

I understand that volunteers must not discuss the progress, work standard or behaviour of students outside the classroom.

Should I have concerns, I will raise them with the classroom teacher directly and not discuss these concerns with other parents.

Should a student disclose any information or if I have concerns relating to child protection then I will report them immediately to the Headmaster or his delegate.

I understand that should I breach the privacy of students under my care, my position as a volunteer may be re-assessed.

I have read the Parent and Grandparent Helpers Protocols.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

WWCC: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students in the Junior School related to me are:

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_