



BROUGHTON
ANGLICAN COLLEGE

Parent / Grandparent Helpers Induction Package 2017

"You know how I have worked with my own hands to make a living for myself and my friends. By everything I did, I showed how you should work to help everyone Remember that our Lord Jesus said, "More blessings come from giving than from receiving."

After Paul had finished speaking, he knelt down with all of them and prayed.

Acts 20:34-36 (CEV Version)

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FOR YOUR INFORMATION

FIRST AID

ACCIDENTS TO PUPILS

In the event of an accident, emergency first aid should be rendered by teachers and the office 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 – (sample attached)

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

ACCIDENTS TO STAFF MEMBERS

Staff should adopt safe work practices in all that they do. Any potential safety hazard must be reported to another senior member of staff. Staff must refer any safety matters of concern to the Occupational 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 made to supervise classes.

Any teacher/parent helper 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 immediate safety of all students
2. Send for assistance to the Sick Bay at the Junior School Office
3. The Head of 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.

SIGNING IN/SIGNING OUT

All parent volunteers are required to sign in and out at the Junior School Office. 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.

PRIVACY

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 behavior programs or information that a student may share with you.

Included in your pack is a privacy statement for you to sign, that 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.

WORKING WITH CHILDREN CHECK EMPLOYMENT SCREENING

You 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 a NSW Motor Registry or Roads and Maritime Services (RMS) Agency with your application number to have your identity verified. The process is of no cost to volunteers.

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.

POSITIVE REINFORCEMENT AND REWARDS

The College has a positive reinforcement program to reward for excellence in effort and correct behaviour. These procedures can all be located in the Student Handbook, in the yellow section. Should you feel it is appropriate for a student to be rewarded, please recommend this to the classroom teacher.

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 alone. Please ask for assistance and adhere to the classroom rules to ensure consistency for all students.

On the Lookout: Things to look for and to mention to the class teacher:

- Does the child have some regular companions or are they a "loner"?
- Are they comfortable taking part in group activities?
- Does a student generally have good relationships with the rest of the children around them?
- Do they sometimes or often seem tired or sleepy?
- Do they have extremely active periods and very slow periods during the school day?
- Is the student able to concentrate well in class and during other activities?
- Are they easily distracted?
- Do they have any difficulties seeing the board or other distant objects?
- Do they have any difficulty hearing instructions or requests?
- Does the student bring an adequate lunch, morning and afternoon snack to school?
- Has the student ever behaved or spoken in an unusual or inappropriate way?
- Does the student show a marked preference for working with either male or female adults?
- Does the student sometimes or often, volunteer information about what goes on at home (what parents, brothers and sisters and others in the family do)?
- Are they physically well coordinated?

Remember: If you have any concerns about anything you have heard or observed, talk to the child's teacher and keep any information as confidential.

What resources do I need as a Parent Helper in order to cope?

In order to succeed with children in groups and as individuals, a parent helper needs;

- To have a positive attitude towards the child or children they are involved with
- To help support the class teacher
- To be able to keep the children's behaviour in perspective – different students learn in different ways and at different rates
- To be patient, and tolerant, yet firm and consistent
- To be able to display a sense of humour.

Wise Words: A Survival Guide for Parent Helpers

PLEASE DO –

- Be positive and give lots of positive reinforcement for appropriate behavior
- Be flexible and take a problem solving approach

- Be prepared for setbacks and changes
- Be consistent and persevere
- Be aware that “confidentially” means not talking about children except to the class teacher.

PLEASE DON'T -

- Become emotionally involved
- Think you have to solve all the child's problems
- Take attitudes
- Gossip and talk about other children.
- Think you are a failure as a class helper – even on a bad day.
- Give up.

EVACUATION, LOCKDOWN AND LOCKOUT PROCEDURES AND STUDENT SAFETY

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.

Lockdown

In the event of a Lockdown, a siren sounds intermittently. Teachers secure students in their classroom, marking the roll and maintaining a secure environment until the all clear sounds. Any parent who is 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.

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 via the Campbelltown Radio Station C91.3 and through the Emergency Services such as SES and the Police.

Instructions during an Emergency

It is very important that parents follow the directions of Broughton 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.

PEANUT BUTTER AND ANAPHYLAXIS

Anaphylaxis is a severe and sudden allergic reaction that some people experience when exposed to an allergen such as food or an insect bite. Peanut and Peanut products are a particular risk.

Anaphylaxis is potentially life threatening and always requires an emergency response. Fortunately, anaphylactic reactions are uncommon and usually preventable.

To minimize any possible harmful situations for children with allergies, especially those suffering from anaphylaxis, the college has implemented the following guidelines;

- No peanut products are sold in the school canteen
- Parents are asked not to send peanut butter, Nutella or other peanut products to school with their children
- It is the responsibility of the parent to notify the school that their child is at risk of an anaphylactic reaction at the time of enrolment or soon after diagnosis as possible
- The school will implement an emergency response plan for students at risk of anaphylaxis.

All families can help with Anaphylaxis

We ask all parents that they discuss this important issue with their children and to refrain from sending packed lunches to school which contain peanut butter, Nutella or other nut products in the interest of the safety of all children within the Broughton Community.

VOLUNTEER HELPERS IN THE COLLEGE

The College values the huge amount of assistance we gain from our parents and grandparents in the classroom on excursions, at sport, during activities, helping in the canteen etc. and we encourage as many as possible to 'put their hand up'. Helpers in the classroom and other activities enhance the teaching and learning program and activities for our students, under the guidance and duty of care of the teacher, in many ways. If you wish to help in the classroom the College would love to hear from you.

Under the Child Protection Legislation, volunteer helpers are required to provide a current Working with Children Check for Volunteers.

Parent and helpers who have not gained a Working with Children Check may do this by submitting an application to request 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 a NSW Motor Registry or Roads and Maritime Services (RMS) Agency with your application number to have your identity verified. The process is of no cost to volunteers.

When the check has been undertaken, you will be issued with a 'Working with Children Check' number by email which you must provide to the College to verify prior to commencing volunteering in the classroom. The College will inform you when this notification has been done.

Thank you for your patience and understanding as we move to this new system of child protection checks.



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

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

Volunteers should 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.

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 Parents/Grandparents Induction Package.

		Date of	
Name:	_____	Birth:	_____
WWC:	_____	Expiry Date:	_____
Signature:	_____	Date:	_____

Student			_____
Name:	_____	Class:	
Student			_____
Name:	_____	Class:	
Student			_____
Name:	_____	Class	

Student _____
Name: _____ Class:

Student _____
Name: _____ Class: