



Floraville Public School

Parent and Carers as Volunteers

Working With Children Check

Protocol and Procedures

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Document History

Version	Author	Date
1.0	Jenny Barclay	February 2023
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2.0	Kirstie Yeo	August 2023

Purpose

This document captures the processes utilised by Floraville Public School to provide consistency around parent volunteers in the school and should be read in conjunction with NSW Department of Education's Working With Children Check Policy:

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0264>

There are many different scenarios for visitors to the school and their WWCC requirements – please visit the links below for more information:

[Working with children check procedure \(PDF 249 KB\)](#)

[Declaration for child-related workers \(PDF 225 KB\)](#)

[Declaration for non-child-related workers \(PDF 239 KB\)](#)

[Declaration for child related work - tertiary practicum students](#)

[Declaration for contractors with workers in child related roles \(PDF 161 KB\)](#)

[NCCHC Application and Informed Consent Form \(PDF 567 KB\)](#)

[Guide to Identity Documents \(PDF 126 KB\)](#)

Consultation

This document was created in consultation with:

- Principal
- Executive Team
- Office Staff
- P&C

Review

To ensure that protocol and procedures are current and to ensure continuous improvements, this document is due for review at the beginning of each year. If there are changes required outside of this timeframe, this document is to be updated accordingly.

Volunteering at school

Volunteering at school is a great way to get involved in your child's education as well as get to know staff and other parents and carers. Research shows that children benefit when their parents or carers are actively involved in their education and school life. You can help by:

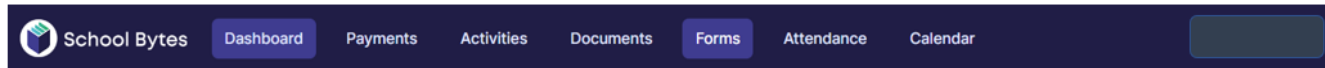
- listening to children read in the classroom
- assisting with classroom learning activities
- volunteering at sports carnivals
- being involved in fundraising activities
- supporting teachers and students at school excursions – including overnight excursions

Parents and carers are welcome at Floraville Public School. Parent volunteers and helpers enter a partnership with the school that is based on mutual responsibility and respect.

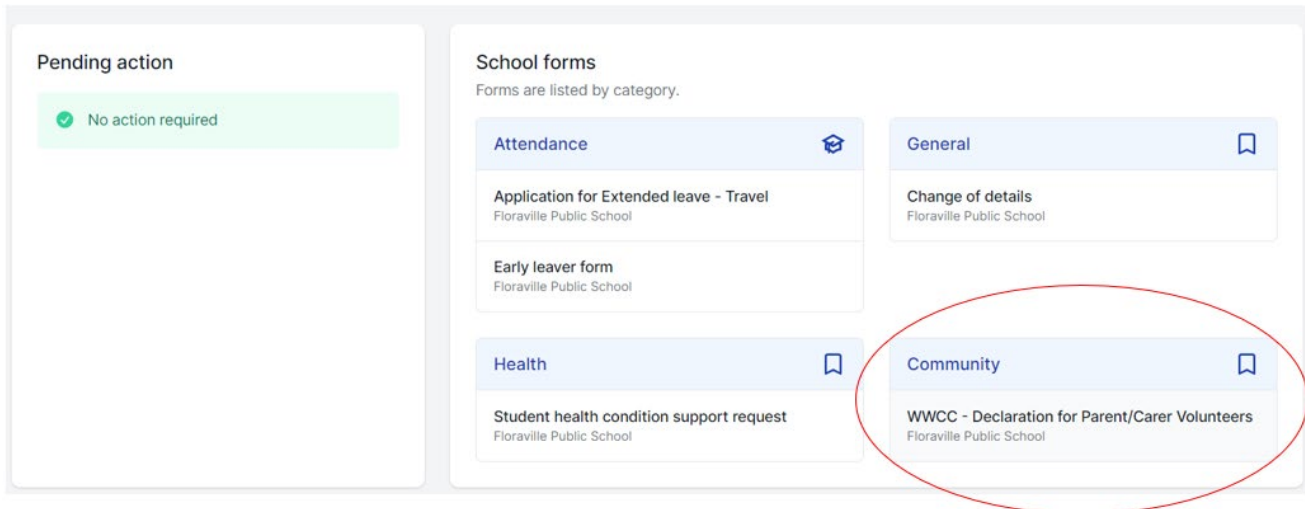
The role of parent volunteers is to support student learning as directed by the classroom teacher.

How to become a volunteer – for Parents and Carers

This is completed in School Bytes. Log in to School Bytes – on your Dashboard → click on 'Forms':



When you're in 'Forms' → you want to fill out the form 'WWCC – Declaration for Parent/Carer Volunteers'



- Read the [School Community Charter](#)
- **Complete the WWCC - Declaration for Parent/Carer Volunteers in School Bytes** as indicated above
- Present to the school office with your completed form and show **one government-issued photo identity document with full name, date of birth and current residential address** and, if relevant, one change of name document.

Guidelines for volunteers and parent helpers in the classroom

- Avoid comparing children and their work.
- Please be respectful of all students' privacy related to their class work.
- Encourage children to be independent - we expect children to try everything themselves before we help them.
- Let the classroom teacher know if a child discusses a matter that concerns you.
- Be aware that some days and/or times may not suit individual classroom teachers.
- Be aware that you may not always be working with your own child.
- Identification badge, issued at office, must be worn at all times.
- It is a requirement that you sign in and out at the front office when volunteering in the school.

Confidentiality - obligations and responsibilities

- Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.
- As schools are mandatory reporters, any disclosures by students made to parents and volunteers must be reported to the Principal or nominee.
- You may see children struggling with work, becoming upset or being dysregulated. You might also hear and see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children with friends, family or a child's parent.
- The class teacher has the responsibility of informing parents of any concerns about a child. If you have concerns or questions, please speak to the classroom teacher.

Working with Children Check

Exempt volunteers

- Parents or close relatives of a child who volunteer at their child's school and volunteers under 18 years of age are exempt from requiring a WWCC clearance. This includes exempt volunteers engaged by the P&C.
- Before engaging an exempt volunteer, the school must sight a photo ID with the person's full name, date of birth and current residential address, complete NTBE check in eCPC and collect the following document:
- WWCC Declaration for Volunteers and Non-Child Related Contractors. Parents or close relatives must show photo ID when signing in.

Specified volunteers

Specified (child-related) volunteers require WWCC verification. Specified (child-related) volunteers, include:

- Any volunteer (incl. parents) attending an overnight excursion
- People over the age of 18 volunteering at a school, who are not parents or close relatives of a child attending the school at which they are volunteering

Before these volunteers can be engaged, the school must check eCPC for a NTBE check and ensure they have a verified WWCC clearance.

If the person does not exist in eCPC or does not have a verified WWCC, a screening request must be submitted and processed before they can begin. To screen a specified volunteer in eCPC you must sight their photo ID with their full name, date of birth and current residential address and obtain the following documents:

- Complete the WWCC - [Declaration for Child-related workers](#)

Once the screening has been submitted and authorised, the applicant must wait until they are cleared in eCPC before they can be engaged. Collected documents must be stored securely for seven years post inactivity.

They must show photo ID when signing in.