

# ALLENBY GARDENS PRIMARY SCHOOL



# VOLUNTEER'S HANDBOOK

Welcome to Allenby Gardens Primary School. We are looking forward to working with you and value your contribution to the successful learning outcomes for our students. We hope you find this handbook useful as an introduction to our school.

Our leadership team for this year is:

Principal – Vicky Bitzios

Deputy Principal - El Mastrangelo

Early Years Assistant Principal – Rita Romano

Assistant Principal Curriculum – Alixe Boardman

Assistant Principal (Wellbeing/Special Education) – Wendy Behrendt

### **Allenby Gardens Primary School Context**

Allenby Gardens Primary School is a Preschool to Year 6 School with around 420 students currently attending our school/preschool.

We are a caring, happy, friendly and educationally successful school with a family and community based focus where we support and believe in the values of Confidence, Honesty, Excellence and Responsibility.

Allenby Gardens is a thriving school of choice in the Inner West with significant community participation. All families are welcome to become active members of our school community. Research shows that parents who become active partners in their child's education are more satisfied with the learning achieved and we consider communication with our families to be one of our highest priorities.

Many of the visitors who have passed through our school have noticed and remarked on the friendly and welcoming atmosphere of our school.

As a community we feel this is very important, as we believe our children learn best when they are happy, content, feel safe and are valued. Allenby is an effective working and learning environment for both our students and our staff. We have an emphasis on "Excellence" and being the best person you can be in every facet of life with a major focus on encouraging our children to have a growth mindset.

Our vision statement for the school is that "In partnership with the community, Allenby Gardens Primary School strives to empower all learners to achieve excellence, and develop the skills, knowledge and dispositions to embrace future challenges."

"Our school, our community, our future."

## **The School Day**

### **BELL TIMES:**

8.30am Yard supervision commences (Teachers on duty in classrooms)  
8.45am Students move from yard to classrooms to get ready for the day  
10:35am Recess begins  
10:55am End of Recess – students move to class  
12.35pm Students eat lunch in class  
12:45pm Lunch playtime session begins  
1.25pm End of Lunch - Students move with teachers to classrooms  
3.05pm End of school day  
3.20pm Yard supervision ceases

### **Definition of a Volunteer**

Volunteers are people who, without receiving remuneration give their time, talent, energy and expertise in a productive way to enhance and enrich our school community.

### **Volunteer programs will:**

- Enrich the curriculum
- Enhance children's learning opportunities
- Provide help for individual children
- Assist teachers and other staff
- Establish and strengthen community partnerships for quality education
- Assist in gardening and outdoor learning programs

### **Being a Volunteer**

Volunteering in a school is a unique and exciting experience and a benefit to students, their schools and the volunteer. It is designed to promote and maintain a supportive relationship between students, their schools and their community.

### **Volunteers should be:**

Friendly and caring

Reliable and flexible

Understanding and appreciative of the work of the school staff and the volunteer program.

### **Volunteers should have:**

A professional attitude and an ability to work cooperatively with school staff.

Interest in working with young people.

Good moral character.

Time and willingness to serve

An understanding of the important role that education plays in the lives of children and our communities.

### **Tips for Volunteers:**

- Be patient when working with students.
- Names are important. Make sure you say the students' name the way the student wants it to be said. Learn to spell it correctly. Make sure the student knows your name and can pronounce it correctly.
- Treat individuals with respect and courtesy and expect the same in return.
- Show that you are interested in the student as a person by listening carefully to what is said and showing you care by words and action.
- Encourage and support student successes. Build self-confidence by praising them honestly and frequently. Accentuate the positive and minimise the negative.
- Avoid making comparisons between students, between teachers and between schools.

### **The Schools' Responsibility to Volunteers:**

- To be treated with respect and personal dignity and not be discriminated against.
- To be acknowledged and appreciated for their contribution to the organisation.
- Volunteers are placed in activities that match their skills, interest and experience.
- Volunteers work as part of a work team under the supervision of a paid staff member.
- Volunteers have a working environment free from harassment
- Volunteers are not to discipline students. Discipline is solely the responsibility of the staff.
- A staff member will be allocated to supervise (directly or indirectly) a volunteer in each of the area he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided with a Volunteer badge.
- Volunteers will be provided with full induction training.

### **Volunteers' Responsibilities:**

- Sign in and out via the ipad in the front office and wear the volunteer sticker which is printed.
- Familiarise yourself and comply with all relevant policies and procedures.
- Perform duties assigned by school staff in accordance with your role.
- Treat personal and sensitive information with discretion and confidentiality
- Notify leadership or teacher immediately about any concerns.
- Inform school staff in advance if you cannot attend their role.
- Work in a safe manner that will not put yourself or others at risk
- Refer all student concerns or behaviour issues to the supervising teacher

The volunteer's most important responsibility relates to his/her duty of care to children. For volunteers, respecting the rights of children means they must not:

- Have any unsupervised contact with students
- Be involved in toileting students or assisting with change rooms/sick rooms
- Encourage affection from or dependency in students. Eg, by giving gifts
- Have intentional physical contact with students

- Display bullying or intimidating behaviours towards students
- Initiate out of hours contact.

### **Where can you volunteer at Allenby:**

- Canteen (Mondays, Wednesdays and Fridays)
- Camps and excursions
- Library
- Classroom (guided reading / arts and crafts / sight words etc)
- Working bees
- Sports Day / Harmony Day and other whole school events
- Governing Council
- Council Committees
  - ✓ Fundraising
  - ✓ Strategic and Planning Committee

### **Administration and Leadership Team**

The Administration and Leadership teams of Principal, Deputy Principal, along with the Front Office Staff are available to assist you with any administrative matters. If you require forms or information on any administrative matters, please contact Front Office Staff or any member of this team.

### **Criminal Record Search**

It is a requirement of the Department for Education (DfE) that ALL volunteers MUST provide a valid working with children check prior to helping at any DfE site. This is an online application completed through [screening.sa.gov.au](https://screening.sa.gov.au). Volunteers do not need to pay for this, it is started by the Finance Officer on your behalf.

If you have any questions please contact the front office.

### **Child Protection**

The Children's Protection Act 1993, requires DfE staff and volunteers to obtain training in the Report of Abuse and Neglect prior to volunteering at the school. The training is available online at <https://www.plink.sa.edu.au/pages/signup.jsf>

A copy of the certificate must be produced to the Front Office for verification.

It is the duty of each individual to notify the Department for Child Protection through the Child Abuse Report Line (131 478) if they suspect on reasonable grounds that a child has been or is being abused or neglected. This responsibility is part of the broad duty of care that staff and volunteers have towards the safety and wellbeing of children and young people.

Any concerns and/or issues must first be raised and discussed with either Vicky Bitzios or Elia Mastrangelo in the first instance for support and/or guidance.

### **Behaviour Management**

At any time if the children with whom you are working with are misbehaving, please notify their classroom teacher immediately.

### **Duty of Care:**

Teachers are responsible for the overall duty of care of students. Volunteers must refer all issues in relation to student concerns or behaviour issues to the teacher or to a member of leadership. Volunteers should not be involved in any action or activity that is likely to put them, a student, or anyone else at risk. Volunteers need to work with a student or groups of students within sight of another staff member.

### **First Aid**

Any First Aid or medical help also falls under the duty of care of a staff member. Please refer students to a staff member in the case of any accidents, illness or injury.

### **Confidentiality**

Volunteers have a legal responsibility to respect confidentiality regarding personal information about staff and students or other parents. This includes addresses, telephone numbers, circumstances or situations of any nature, information about students (eg their school work, their behaviour and their family background).

### **Occupational Health, Safety and Welfare (OHS&W)**

Our school has OHSW representatives, George Koufalas and Rosie Thomson. The representative and committee deal with issues within the school that concerns safety and welfare of teachers and students, and also monitors the condition of the buildings and grounds. If you have an OHSW concern please alert the OHSW representative or a member of leadership/administration at the earliest convenient time.

### **Equity / Non-discrimination**

In keeping with DfE policies volunteers should neither practice nor tolerate discrimination or harassment on the ground of race, creed, colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, economic status or disability.

Volunteers are required to treat all people with dignity, care and respect.

### **Use of Equipment and Services**

Volunteers will be trained in the use of any Government equipment and services (including the use of email, the internet and information technology security) if relevant to their role. Through this training they will become aware of their responsibilities in relation to safety, professional practice and code of ethics.

### **Personal Conduct:**

A copy of the Public Sector Code of Ethics is available from the front office.

### **Out of Pocket Expenses**

Volunteers generally will not be required to purchase anything. Please ensure your supervising staff member is informed before any purchases are made.

### **Grievance Procedures**

All disputes should be solved through discussion with concerned parties. It is advisable that all disputes are dealt with in a timely fashion. Privacy and confidentiality of individuals will be respected. Please seek support from Vicky or El if an issue arises.

A grievance is defined as any rule or practice where the volunteer believes they have been treated unfairly, or where they have experienced a degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, a statement, or an opinion held by a staff member, student, volunteer or parent.

### **Intruder or Threatening Behaviour**

1. STAY CALM. Move slowly and quietly. Stop. Think.
2. DO NOT APPROACH THE INTRUDER ALONE. Seek help from another adult. Do not engage in debate.
3. SEND FOR HELP. Say there is a crisis.
4. Follow the emergency procedure directions from a staff member
5. Encourage students and others to move away from the area
6. All witnesses write down their observations as soon as possible
7. Be prepared to secure your area, keep students in the class. Take action as directed.

### Special points about emergency procedures

- Follow the emergency procedure directions from a staff member
- Always model calmness
- Give only accurate and truthful information to students – do not surmise, gossip or joke about emergencies
- Follow instructions of the Crisis Response Team: the principal (or their delegate) will take control of the emergency, assess the danger and direct the receptionist to make calls to the relevant emergency agency.
- Always wait for the all-clear signal
- Take practice drills seriously, it is a time to rehearse and improve our procedures
- All emergency procedures are displayed clearly in all buildings for visitors and relief staff
- The person who first becomes aware of the danger immediately reports it to front desk who will begin the evacuation procedures.
- Principal or delegate will designate staff to monitor the danger with mobile phones and loud hailer and lock areas if required.