



# *Parent Community Volunteer Handbook*

*Dear Volunteers of Kedron State School*

*Let me begin by firstly offering my sincere appreciation of your time and commitment on*



***TOGETHER***

*behalf of the students and staff at Kedron State School.*

*Kedron State School acknowledges and values the role that parents and the broader community play in the education of our students. As such, we welcome and encourage*

parents and other community members to become a part of school life through volunteering to support school activities, including student learning and cross-curricular pursuits.

This handbook for Volunteers provides information to parents and community members who may be interested in volunteering within the school to maximise student learning.

Our school volunteer policy and relevant departmental policies are included to ensure clarity of expectation across our community and also to provide parents, caregivers and our wider community with the confidence to volunteer in our school in a manner that best fits with your time, skills, expertise and interest.

For further information please contact the School Administration on 3621 3444 or email us at [admin@kedronss.eq.edu.au](mailto:admin@kedronss.eq.edu.au)

After reading the enclosed documents, please sign as a confirmation of agreement to the terms and information outlined and return to the school administration.

On behalf of the school community, I would like to welcome you as <sup>an</sup>~~as~~ an active participant in supporting our students' learning and working with us to connect every student, everyday, in everyway for success.

Yours in education,

Mrs Susie Randel-Kneipp



Principal

Kedron State School



## Parent Community Volunteer Policy

High performing schools with strong community confidence successfully and authentically engage students, parents, carers and the community as their partners in supporting student learning.

Acknowledging the overwhelming evidence that parent engagement has a positive effect on student achievement, our school is focused on strengthening the engagement between students, teachers, parents and carers, support staff, community, industry and business groups.

Kedron State School encourages and is grateful for parents and community members who actively support student learning by volunteering in school, classroom and extracurricular activities.

*Kedron State School's Parent and Community Volunteers Policy* aims to document our school's approach to working together to maximise student learning. It is our hope this document promotes parent/volunteer confidence, clarity of expectation and maximises fulfilment and the joy of being part of the learning when joining us on campus.

## ***Shared Responsibilities***

Kedron State School accepts the responsibility to -

- acknowledge and value parent and community participation in school activities and student learning experiences
- empower and support parents understand the language of learning
- provide ongoing and timely information on confidentiality, code of conduct, student protection and emergency management to volunteers
- ensure blue cards are current for volunteers other than parents of Kedron State School students
- provide instruction and guidance to volunteers, and monitor their conduct
- provide a safe environment for all students, staff and community members
- develop meaningful strategies to engage with parents and the broader community to maximise student learning

Volunteers will accept responsibilities to -

- always follow the directions and expectations of the school principal whilst on campus
- comply with school Workplace Health and Safety procedures and expectations, including signing in and out at the School's Administration
- communicate with relevant educators/heads of program (acting at the delegation of the principal) to determine agreed ways of working with students/equipment when on campus or working as part of the Kedron State School community
- adhere to the requests/instructions of Kedron State School staff and seek clarification and guidance when necessary
- uphold relevant school policies and procedures
- be supervised by relevant educator/head of program while working directly with students
- seek expressed permission from the principal if they are accompanied by minors (under the age of 18) whilst volunteering at the school
- inform the school and/or the teacher if they have committed to a volunteering role and are unable to fulfil this commitment

- provide the school with a copy of their current Blue Card (for volunteers other than parents of Kedron State School students)

### ***Activity Specific Policies and Procedures***

#### ***Swimming***

- Only parents of the class are permitted to assist with swimming lessons unless otherwise approved by the principal
- Parents assisting with swimming classes will be dressed in accordance with Kedron State School's Sun Smart Policy, inclusive of a hat and sun shirt
- Parents will follow the direction of the Health and Physical Education Teacher, as the principal's delegate, whilst assisting with swimming
- Parents will be suitably attired to attend the school campus both before and after swimming lessons
- No parents will leave the pool precinct to attend the office or other classroom environments without being suitably dressed, inclusive of footwear
- All parents will sign in at the school Administration or the pool precinct prior to volunteering
- No parent volunteers will be permitted to enter the pool change rooms that are occupied by students in Years 3-6
- Only parents of the same sex will be permitted in change rooms to assist students in the Junior School (**Prep –Year 2**) – (Female parents in girls change rooms, male parents in boys change rooms)
- There must always be 2 parents/educators in the change room if assisting Jr School classes
- No parent is permitted in the change rooms alone
- If a student requires assistance and there is no parent volunteer present children are to be directed to have themselves as **independently clothed as possible** and complete dressing on the pool deck
- Only teachers will be permitted in change rooms in the absence of 2 parent volunteers
- Any amendment to the above should be directed to the Health and Physical Education Teacher in the first instance and then reported to the school principal or deputy principal

#### ***Kedron Kitchen***

Please view the Kedron Kitchen Volunteers handbook for more information

#### ***P&C Volunteering***

Please View the P&C FAQs

## **Student Protection Fact Sheet**

The Department of Education is committed to providing safe, supportive and disciplined learning environments, to help prevent foreseeable harm to students and to responding when an employee reasonably suspects harm or risk of harm to students.

***Student Protection involves:***

- Working to make our school safe, supportive and disciplined places for all students
- Taking action to prevent our students being harmed
- Reporting any suspicion you have that a student has been harmed or is likely to be harmed

***All students have a right to be protected from harm.***

Harm is:

- Any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing. This could also include harm to an unborn child. Harm can be caused
- by physical abuse, psychological or emotional abuse, neglect or sexual abuse or exploitation.

***Managing your own behaviour is the first step in student protection.***

NEVER harm a student, physically, psychologically or emotionally.

NEVER make fun of, put down or unlawfully discriminate against a student.

NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity.  
(example, sending a suggestive text message, showing a student inappropriate images,  
engaging in overfamiliar and unprofessional conduct with a student)

NEVER do or say anything that would make people think you are doing or intending to do  
something sexual to a student.

Any behaviour that harms a student is not acceptable.

Our school and The Department of Education will not condone behaviours (e.g. a student witnessing domestic or family violence) or cultural customs (e.g. caning children or female genital mutilation) fall into the definition of harm. In other words, claiming culture or custom is no excuse for harming a student.

***You must report to the Principal any harm to a student that is caused by:***

- someone working at Kedron State School
- another student
- someone from the student's family, a friend or a stranger
- the student self-harming

***If you see harm, you must act***

- help the student who has been harmed, for example: telling other students to move away
- seek assistance from another adult/staff member as soon as possible
- tell the principal straight away about what you have seen

- write down what you saw/heard/experienced and give the information to the principal immediately

***If you suspect a student has been harmed at our school or outside:*** <sup>17</sup><sub>SEP</sub>

- tell the principal straight away about what you suspect
- write down what you saw and give the information to the principal

***If a student tells you that they have been harmed at our school or outside:***

1. Listen carefully.
2. Reassure the student that they have done the right thing by telling you
3. Tell the student that you must advise the principal about what they have told you
4. Tell the Principal straight away about what the student told you
5. Write down what the student told you and give the information to the principal

## **Emergency Management Procedures**

### ***Critical Incident Definition***

A critical incident is any situation that impacts significantly on the welfare of staff and students or has the potential to interfere with their ability to function effectively.

The impact of the incident may either be direct or indirect. Responses will vary as to type, degree and location. Ongoing risk assessment and risk management are essential elements in lessening the impact of any minor or major incident.

### ***Warning Devices***

Evacuation – If working under the supervision of a class teacher, volunteers will accompany class to the designated area (SCHOOL OVAL). Volunteers working in other areas of the school are to make their way directly to the designated area (SCHOOL OVAL) and report to the Warden.

Lock down – If working under the supervision of a class teacher, volunteers will accompany the class to the closest safe area, usually the classroom. Volunteers working in other areas of the school are to make their way directly to the nearest class or school office.

### ***Action Plan***

The plan will be activated through the following stages, depending on the nature of threat or disaster.

1. *Alerting*



The initial report of a disaster having taken place will be made by the person discovering it, to the Principal or in his/her absence, to the Acting Principal and / or Administration.

## *2. Decisions and Action*

The person noticing the “disaster” is, in the first instance, to assist anybody in immediate danger.

The Principal will assess the situation and decide on the most appropriate action.

However, the prime responsibility for combating the disaster and organising the release of the trapped and injured will be the appropriate Emergency Service.

## *3. Recovery*

The principal, after consultation with Emergency Service Groups, District Crisis Response Team and School Workplace Emergency Management Team, will decide on re-occupation or dispersal of the students.

### ***Emergency Signals***

***Fire Evacuation – 15 seconds of short sharp bells***

***Lock Down – continual playing of a song (We are all in this together)***

***Please follow the direction of the closest staff member.***


***Please see Kedron State School’s Emergency Response Plan for more information when managing emergency, disasters and weather and health related events.***



## **Kedron State School Code of Conduct Reference**

Kedron State School is proudly committed to the promotion of a welcoming, safe and positive school culture for all members of our community. The priorities of the school are well established and articulated in our key documents – the Kedron Cross.

**Our School Value Statement, School Expectations, STRIVE Behaviours and Connecting4Success** provide a blueprint for the student, staff and community to maintain the supportive, respectful and disciplined environment our school is renowned for.

	<b>Do</b>	<b>Do Not</b>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Use encouraging, positive words</li> <li>• Adopt a pleasant tone of voice</li> <li>• Modify your language to suit the age, development or ability of the students you are connecting with</li> <li>• Use warm, open body language (for example where appropriate maintain eye contact and a happy expression)</li> </ul>	<ul style="list-style-type: none"> <li>• Make judgments about a student, put them down, insult them or use sarcasm</li> <li>• Call students names</li> <li>• Raise your voice or curse at a student</li> <li>• Intimidate or try to frighten a student</li> <li>• Make suggestive comments or involve students in adult jokes/humor</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Set a good example at all times</li> <li>• Model the expectations of Kedron State School</li> <li>• Give students opportunities for 'take up time' in decision making by offering limited and appropriate choices e.g. "which book would you like to read?"</li> </ul>	<ul style="list-style-type: none"> <li>• Play favourites</li> <li>• Give students gifts or positive rewards unless previously discussed with the teacher</li> <li>• Spend time alone with a student where you can not be observed by others</li> <li>• Initiate contact with a student outside school hours</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>• Redirect child-initiated contact (example a child that may want to sit on your lap)</li> <li>• Discuss any concerns about appropriate contact with the child's class teacher</li> <li>• Touch a student only as necessary to render medical assistance or protect from harm.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in in form of violent or aggressive behavior</li> <li>• Engage in any inappropriate sexual activity inclusive of showing students inappropriate images</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Wear appropriate clothing for anticipated role and activities, including enclosed shoes and clothing that aligns with the KSS Sun Smart Policy</li> <li>• Always comply with school policies with respect to school visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Wear clothing that is inappropriate for the anticipated role or activity</li> <li>• Make or accept mobile phone calls while working in class with students</li> <li>• Use alcohol or other substances before coming into the school</li> </ul>



## Confidentiality Agreement for Volunteers

At times, volunteers will be privy to confidential information about Kedron Kids and their families. Sometimes it is necessary for school staff to share information with volunteers to



support, enhance and differentiate positive engagement with children. This information is always privileged, protected and managed under a strict confidentiality policy.

The Right to Information law is clear for all personnel. Volunteers should not discuss or disclose to others, personal information about students, their families, staff or incidents that may have occurred during your time volunteering.

**The dignity and respect of all school community members will be always protected**

*I have read and agree to the following -*

- I will never discuss a child or share my knowledge of a child to anyone who is not authorised to receive such information. [L]  
[SEP]
- I will defer to the class teacher or school administration any request for information, which may come from a parent or carer of a child. [L]  
[SEP]
- I will ensure that any discussions I need to have with a class teacher are conducted in a safe, secure environment to avoid any information being overheard or shared with other people. [L]  
[SEP]
- I understand that I may also be privy to information about staff or students' parents or carers and this information is strictly confidential. [L]  
[SEP]
- I understand that any information about students, parents or staff remains confidential, even after I leave the position. [L]  
[SEP]
- I understand that any breach of confidentiality is a serious breach of trust and this may result in my services as a volunteer being discontinued at the direction of the Principal. [L]  
[SEP]

Signature of volunteer: .....

Signature of Principal.....

Date: ..... [L]  
[SEP]

## **Code of Conduct for Volunteers**

Volunteers are respected and appreciated in our school. Kedron State School, appreciates and values your time, effort and commitment in assisting us. To prioritise a safe environment and a positive educational culture for all staff, students and volunteers, all those that volunteer

in our school are required to adopt the following **Code of Conduct**.

- You are expected to act within the law, be honest and fair, respect other people (especially students) and work to the best standard of your ability.
- All activity and interactions whilst at Kedron State School must be ethical and lawful.
- Appreciate that teachers have a special duty of care for students, which cannot be delegated or transferred to others. Therefore, if you encounter a problem while working as a volunteer you must refer the problem to the teacher for whom you are volunteering or to the principal.
- At no stage should you deal with any issues involving either your child or another child's, behaviour. A member of the professional staff will always address redirection or issue a consequence.
- Treat all persons with dignity and respect, without harassment, victimisation or discrimination.
- Observe confidentiality gained through your participation as a volunteer.
- Report any information of concern that a student discloses to the Teacher with whom you are volunteering or to the principal.
- Follow the directions of the Teacher and Principal and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe work practices avoiding unnecessary risks to yourself and others.
- Apply reasonable instructions given by supervisors and report any hazard or hazardous practice in the school.
- In the event of an emergency, you must follow the instructions of your supervisor at the time.
- Report any problem, which may arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school.

In the interest of working together for the benefit of the students at Kedron State School, I, as a volunteer, understand and agree to the above conditions.

Name of volunteer:..... (Please print)

Signature and date: .....

## Kedron State School



**Connecting every  
learner, every day in  
every way for success.**



## Kedron State School Expectations



**At Kedron State School we will:**

**Be Responsible**

**Be Respectful**

**Be Safe**

**Be a Learner**





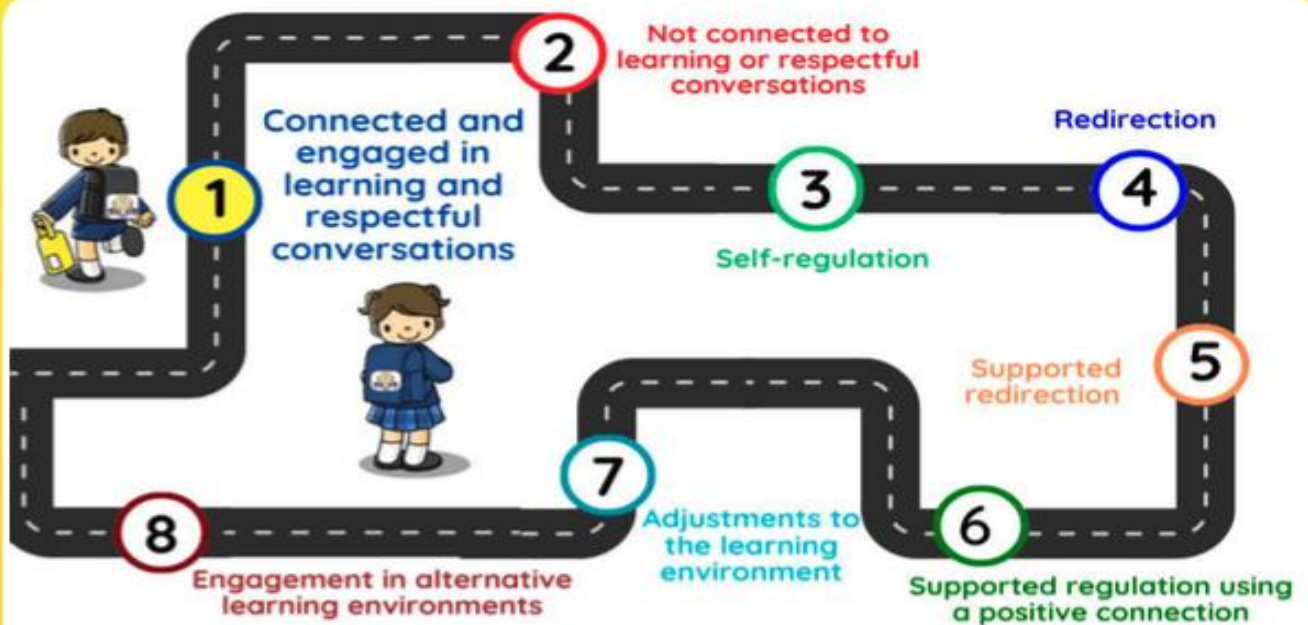


## AT KEDRON STATE SCHOOL WE 'STRIVE' FOR....



## 'STRIVE' Learning Behaviours

Connecting every learner, every day in every way for success



## Connecting4Success

# Wellbeing and Connection



## Self

Providing approaches to promote emotional regulation and healthy lifestyle choices.

- KSS Expectations
- 'Strive' Learning Behaviours
- Connecting4Success
- Collegial teams
- Respectful voices
- Positive social interactions



**At Kedron State School we are respectful, responsible and safe learners.**

*Connecting every learner, every day in every way*

## Differentiated Teaching and Learning

Responding positively to the needs of all learners within our community.

- 'Strive' Learning Behaviours
- KSS Expectations
- Connecting4Success
- KSS Learning and Engagement Placemats
- Student Learning Goals
- SWEL Team



## Community and Culture

Creating approaches for equity and excellence and connecting to groups within and outside our community.

- KSS Expectations
- Connecting4Success
- Parents as critical partners
- Respectful voice
- Positive communication
- Wellbeing Framework and team
- Celebrating success and diversity



Our evidence includes: high attendance and retention data, School Opinion Survey data, Learning successes and student emotional regulation data

## Environment

Creating and maintaining safe, respectful and inclusive environments.

- KSS Expectations
- Connecting4Success
- 'Strive' Learning Behaviours
- Workplace Health and Safety



We are guided by:

Queensland Department of Education's Equity and Excellence, Student Learning and Wellbeing, Every Student succeeding, Every Aboriginal and Torres Strait Islander succeeding, Staff Wellbeing, Parent and Community Engagement Frameworks, Ngunnawal Switch4Schools and the Little Big Book of Emotions by Phil Staley, Raising Mentally Fit Children by Karl Sutton, The Mindful High Performer, by Chelsea Pottinger and The Australian Curriculum.



# FAQs



## Kedron State School P & C

***Our school is fortunate to have a healthy, active, and well-functioning Parents & Citizens Association (referred to here as the KSS P&C).  
But what's it all about and how does it work?***

### What is the P&C?

- The KSS P&C is the umbrella organisation that provides a forum for communication between the School, Parents and Citizens of our community
- Raises money to spend on educational and playground equipment for our school
- Supports and runs school community events
- The P&C is 'us' (not an exclusive group) and everyone at KSS is welcome to have their say and play their part.



### How does it function?

- The KSS P&C is run by an annually elected Executive who hold meetings each month during school terms.
- Under this group's authority, all events and ongoing projects are conducted.



### How do the meetings work?

- The P&C meetings are held from 7pm - 9pm on the second Tuesday of the month and run by the P&C President
- Meetings cover a range of topics including finances, School Principal's report, upcoming events and decisions about regular P&C undertakings such as the Uniform Shop and Tuckshop.



### Are the meetings very formal?

- An agenda is circulated a couple of days before the meeting to all P&C Members by email
- The meetings have a formal format, but don't let that put you off as the people around the table are all united in their desire for a great P&C that supports our school well
- Anyone in attendance at the meeting is invited to have their say but you are welcome to come and just observe.

