

## **PARENT INVOLVEMENT AT KAPUNDA PRIMARY SCHOOL**

### **BELIEFS**

- We believe that where a supportive relationship exists between school and home then the best learning situation is developed for the student.
- We believe our purpose at school is to provide a safe and diverse learning environment in which to educate and empower students to be successful in the community and in their future and we do this in a partnership with parents. An effective partnership requires all to show respect and maintain open communication.
- As a school we acknowledge the wide range of parent skills, interests and situations and will endeavour to cater for different family needs within the department, school and classroom framework.
- Parent involvement is about your participation at school and your participation at home with school activities.

### **HOW CAN PARENTS BE INVOLVED?**

At Kapunda Primary School we encourage parents to be involved in school by:

- listening to children read at school from 8:30-8:50 and listening to children read at home
- attending assemblies (when your child's class is hosting)
- supporting class activities when teachers ask for help
- participating in special school programs such as Sports Day, School Fairs, Cross Country Day and more
- attending parent meetings
- participating in school fundraising and development activities
- providing ideas and feedback in order to make school and learning improvements
- promoting the school positively in the community

### **MORE WAYS TO BE INVOLVED**

Being actively involved in school is not just about attending school working bees or helping in class activities but also includes:

- talking to your children about school
- reading communications so you are aware of what is happening
- helping children with their homework, reading with the children regularly
- making yourself available for interviews
- contacting the school about any family changes or illnesses
- paying school fees
- giving children lots of positive encouragement about their learning
- taking an active interest in their learning by reviewing Success Folders, having your child tell you about activities they are involved in at school
- assisting with (but not doing) special projects
- ensuring children have enough sleep, have breakfast and a nutritious recess and lunch
- support students' involvement in after school sport and other activities
- informing the school when there are issues and working with the school to address the problems



## **PARENTS WHO NEED WORKING WITH CHILDREN CHECKS**

Working with Children Checks are required to enable parents/caregivers to participate in some activities within the school. The Police Checks will be paid for by the school on completion of the necessary documentation.

Working with Children Checks are required by adults who:

- are on Governing Council and Parents and Friends
- work in the library
- are involved in electives or work with children on a regular basis
- are requested to attend camps
- attend excursions
- support sports practices
- are involved in lunchtime or after school activities

Working with Children Checks are not required by adults who:

- bring children to and from school
- listen to reading in the morning before 8:50am
- are attending sports days, swimming carnivals and general school events
- come in for morning talks
- attend interviews
- are guest speakers in classes
- are dropping off equipment, notes, lunches etc.

## **VOLUNTEERS AT KAPUNDA PRIMARY SCHOOL**

Volunteers are a valued and integral part of the operation of the school. They contribute to and expand our educational programme and can have a significant impact on the learning outcomes of students.

Parents and community members can become volunteers.

All volunteers who work in the library, canteen, on committees or with individual children or groups of children **not under direct supervision of a teacher ARE REQUIRED TO HAVE WORKING WITH CHILDREN CHECK.**

## **RESPONSIBILITIES**

- Volunteers need to recognise the privilege, trust and responsibility associated with working with another person's child.
- The school has a responsibility to help the volunteer act in a manner that is in the best interest of the child and keeps the student and the volunteer safe.
- It is now a requirement that all volunteers who work in the school and are not completely under the supervision of the teacher have a Police Check.
- Community members who are not known to the school will need to agree to a meeting and possible request for a referee check.



- All parents and community members who are volunteers are required to meet with the Principal, Deputy or counsellor to undergo an Induction Program.

### **REQUIREMENTS FOR THE INDUCTION PROGRAM**

- A site OHSW checklist.
- Responsibility regarding Mandatory Reporting which will include receiving Families SA Booklet and a Protective Practices Booklet.
- An awareness that any Child Protection concerns can be raised with the Principal, Deputy or Counsellor.
- An invitation to discuss any of the written material with the Principal, Deputy or Counsellor.
- Have their induction recorded.
- Approval for a police Check to be conducted.

### **DEPARTMENT POLICY STATES:**

“... the principal or supervising teacher is under a duty of care to ensure that the volunteer possesses the necessary skills and is not a potential threat to the health, safety and welfare of students.” (Section 1 paragraph 99 of the AIGs, Schooling Sector. Legal liability and management of volunteers.)

Given the diversity of roles volunteers play, the approach to selection and induction and the level of required supervision will vary. However, where volunteers work directly with students, managers must be thorough in the manner in which they select and train volunteers and diligent in the supervision they provide. Appropriate management of volunteers in close contact with students ensures that all groups involved are protected; the volunteer, the students and the institution.

Further Legislative requirements regarding Volunteers in schools are available in the DECS Website.  
[www.decs.sa.gov.au](http://www.decs.sa.gov.au).