



Kincumber Public School

Volunteer Parent and Community Helper Expectations Plan

Key Accountability: School and Community Partnerships

Departmental Plan References: [Working With Children Check](#)

Next Review Date: Term 1, 2026

Purpose

The aim of this plan is to provide volunteers with guidance to ensure that the school community is aware of the conditions and procedures regarding volunteers and/or parent helpers at Kincumber Public School when working with children. It should be read in conjunction with the DoE plan [Child Protection](#), [The School Community Charter](#) and [Code of Conduct](#) and the school's Community Conduct Plan (available on the school website).

Rationale

Parents and community members are welcome at Kincumber PS. There are numerous roles that non-school based personnel can be involved in to support the school in its core business of improving learning outcomes for students. Volunteers add significantly to the human resources available to a school, and subsequently they deserve encouragement, effective management, support and recognition.

Implementation

At Kincumber Public School we aim:

- To provide a safe and secure environment for our students, staff and resources.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To ensure volunteers carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

Parents and other volunteers assisting with activities do so on the understanding that:

- The teacher(s) is/are responsible for the programs operating within the classroom and/or school.
- The teacher(s) in charge has/have ultimate responsibility for the safety, welfare and care of the students.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They must not smoke (cigarettes or e-cigarettes) in the presence or sight of students whilst volunteering – the school is a government non-smoking area.
- They should not consume or have consumed alcohol/illegal substances prior to working with children.
- They should co-operate with teachers in charge to ensure safety and welfare of students.



- They should sign themselves in and out of the Visitor's Register, using the QR code or check-in device at the school office when participating in school activities and read the Health and Safety Induction Briefing leaflet
- They wear the Kincumber Public School's visitor badge as identification whilst assisting.
- They keep all information they are privy to as a result of being in a classroom and the wider school, in the strictest confidence. If confidentiality issues are compromised, the support provided by the volunteer helper(s) will need to be reviewed.
- If unable to attend at the negotiated time they should let the school know either by phone or a note. (Advice sent through the parent portal overnight in the morning may not be accessed by staff in a timely manner to give sufficient notice)
- The principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- All workers, voluntary or paid, who deal directly with children in NSW public schools must comply with the *Working with Children Check* procedures. It in no way reflects upon you as an individual or the value we at Kincumber PS place on your contribution to the learning of our students.
- They must attend a school-based induction and complete the required school documentation before being invited to volunteer. An annual induction is held prior to the annual general meeting of the P & C. This is the only out-of-school hours induction scheduled. A waiting list is maintained for potential volunteers and further inductions are held when sufficient numbers warrant. These are held during school hours.

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information, concerning students or staff that they obtain at school with anybody other than the Principal.

Volunteers should use the NSW DoE Complaints process to raise concerns that arise during periods of volunteering. They should not use social media to post or transmit material that could bring the department, school, staff or students into disrepute or breach privacy.

Any parent or volunteer not fulfilling the above requirements may be excluded from the volunteer program.

In addition to the NSW DoE's policies on community conduct, a school-based plan is in place.

Excursions

In the first instance, parents who are registered helpers/volunteers will be offered places on any excursion where parent helpers are deemed necessary as part of the risk assessment of that activity. Should additional helpers be required class teachers will negotiate places with available parents.



P&C Events

The Kincumber Public School Parents and Citizens Association runs events, for example, stalls and discos where help or supervision is needed. In any event where the direct supervision of children is required, the P&C will allocate volunteers from those who are already school-registered helpers/volunteers who have completed a Working With Children Check Declaration.

Training

Parent helpers may be offered training by teaching staff that will assist helpers to conduct individual programs in areas such as reading and mathematics. Programs of this nature are usually coordinated through the Learning Support Team by the school's Learning and Support Teacher or school executive.

Some parents may already possess qualifications and/or experience in particular areas which the school can utilise for the achievement of student outcomes. For example, sports coaching, gardening etc.

Volunteer Comfort

All volunteers should use toilet facilities designated for staff use only and are invited to use the staffroom to have a cup of tea or coffee. Accompanying pre-schoolers are welcome upon negotiation with class teacher or program co-ordinator but may not be in the canteen at any time.

Class Parents

Each class would appreciate a parent/s who volunteer to assist the teacher to communicate with families in the class, establish networks and recruit volunteers for special school events etc. If you have volunteered to be the class parent you will need to be familiar with this plan.

Often class parents help organise a thank you gift to teachers on special occasions. This school's plan is that class parents may ask for a donation to purchase a gift, however, the amount of the donation is left up to individual parents. For your information, DoE staff work under a Code of Conduct that prohibits staff from accepting gifts from an individual where the value is greater than \$50.