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## Home



Wilmington Primary School (<http://www.wilmngtnps.sa.edu.au/>)

Find out more about our goals and our focus in our philosophy statement (PDF

(

[https](https://www.preschools.sa.gov.au/sites/default/files/wilmington_preschool_philosophy_statement.pdf)

[://www.preschools.sa.gov.au/sites/default/files/wilmington\\_preschool\\_philosophy\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/wilmington_preschool_philosophy_statement.pdf))96KB

([https://www.preschools.sa.gov.au/sites/default/files/wilmington\\_preschool\\_philosophy\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/wilmington_preschool_philosophy_statement.pdf))).

## Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres

(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does

(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

## Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

## Bushfire risk

We are a low to medium risk bushfire site. On forecasted 'catastrophic' fire danger days we will operate. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See the bushfire page on the Department for Education's website (<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

## Contact us

**Preschool director:** Mrs Cathy Bornholm

**Phone:** (08) 8667 5112

**Fax:** (08) 8667 5025

**Email:** [dl.0483.info@schools.sa.edu.au](mailto:dl.0483.info@schools.sa.edu.au)

**Street address:** 12 Beauval Street Wilmington SA 5485

**Postal address:** 12 Beauval Street Wilmington SA 5485

## What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

## Preschool program

### Times

Your child can attend preschool for up to 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 3.10pm	9.00am to 12 noon	—	9.00am to 3.10pm	—

## **Fees**

The parent contribution is \$60 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/wilmington-preschool/getting-started/enrolment-and-fees>) for more information.

## **What to bring**

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- healthy packed lunch
- enclosed shoes or supportive sandals
- medication (handed to staff on arrival).

Please write your child's name on all their belongings.

You can buy Wilmington Primary school bucket hats from the school front office.

## **What to wear**

Your child needs to be dressed in:

- yellow polo shirt
- pants, skirts or shorts in maroon, navy blue, black or grey.

Your child's clothes should be sun-safe and cover their shoulders. Please put sunscreen on your child before they come to preschool in the summer. We will apply sunscreen to your child if necessary.

## **What not to bring**

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

## Playgroup

Children birth to 5 years old are welcome to attend our playgroup with their parents or caregivers. You and your child can meet other families and have a morning of fun and adventure.

## Times

Fridays 10.00am to 11.30am during school terms

(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

## Place

Old kindy building at Wilmington Primary school.

## Cost

Gold coin donation.

## What to bring

Parents and caregivers need to bring:

- piece of fruit
- drink bottle containing water
- change of clothes
- nappies if required.

## Contact

Please contact us (<https://www.preschools.sa.gov.au/wilmington-preschool#contact-us>) for more information.

## Disability support

There is support available for children with disability

(<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

## Enrolment and fees

### When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

### Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

### Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/wilmington-preschool#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

## **Before your child starts**

We will contact you in term 4 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children.

## **Transition to Wilmington Primary school**

Your child will join our whole-school events, excursions and fun activities like book-week.

Transition visits to the junior primary classroom occur in term 4.

## **Fees**

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$240 per year. You can choose to pay the total amount at the beginning of the year or pay 4 instalments of \$60 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have an additional cost (<https://www.preschools.sa.gov.au/wilmington-preschool/getting-started/what-we-offer#wilmingtonprograms>).

## **When to pay**

We will invoice by for the whole year via mail in term 1.

You can choose to pay the total amount at the beginning of the year or pay 4 instalments of \$60 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us in confidence if you have difficulty paying.

## **How to pay**

Cash or cheque

You can pay cash or cheque at the front office of Wilmington primary school. Cheques can be made out to "Wilmington Primary School Governing Council Inc Consolidated."

Please put the payment in a sealed envelope with your child's full name on the front.

EFT information

You can pay by direct deposit.

Account name: Wilmington Primary School

Financial institution: Bank SA

BSB: 105028

Account number: 65715340

Please put your child's full name or invoice number as the reference.

## **Immunisations**

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

## **Reports and plans**



## National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



**Overall Rating:** Meeting NQS

### Quality Area Ratings

- 1 Educational program and practice:** Meeting NQS
- 2 Children's health and safety:** Meeting NQS
- 3 Physical environment:** Meeting NQS
- 4 Staffing arrangements:** Meeting NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Meeting NQS
- 7 Leadership and service management:** Meeting NQS

**Rating for:** Wilmington Preschool

**Rating issued:** September 2018

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## Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 967KB)

([https://www.preschools.sa.gov.au/sites/default/files/wilmington\\_preschool\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/wilmington_preschool_qip.pdf))

## Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 567KB)

([https://www.preschools.sa.gov.au/sites/default/files/wilmington\\_preschool\\_site\\_context\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/wilmington_preschool_site_context_statement.pdf))

## Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (<https://www.decd.sa.gov.au/>)

## Parenting support

### Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

## Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program  
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)  
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.

## Welcome to Wilmington Preschool based at the Wilmington Primary School

### Philosophy

Wilmington Primary School - Preschool to Year 7 is a nurturing learning community for all children, sustained by quality relationships. We aim to empower each child to reach their full potential as they progress on their lifelong learning journey. Children are supported to be creative and critical thinkers in our ever changing world.



We look forward to getting to know you and your child.

### **What can parents and caregivers do**

- ☐ Look for signs of distress in children, e.g. an unwillingness to come to school or a pattern of illness.
- ☐ Be proactive and encourage your child to report the incident to their teacher or the school
- ☐ Report the issue to your child's teacher or the school as soon as possible.
- ☐ Build your child's confidence by recognising and confirming their positive qualities.
- ☐ Discuss the problem with your child, modelling a calm, supportive behaviour
- ☐ Deal directly with the school to resolve the issue
- ☐ Discourage any planned retaliation, either physical or verbal, by discussing positive strategies your child can use.

**Unless we know we cannot help your child.**

At Wilmington Primary School we believe everyone has a right to feel safe, supported and respected at school.

Everyone has the right to teach and learn.

We will not tolerate bullying or harassment at our school.

#### **Helpful phone numbers:**

Kids Help Line 1800551800

Net Alert 1800880176

#### **Helpful websites:**

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

[www.kidshelpline.com.au](http://www.kidshelpline.com.au)

[www.bullying.com.au](http://www.bullying.com.au)

[www.cybersmart.gov.au](http://www.cybersmart.gov.au)

Review Date 24/9/18

Next Review 2020



**Wilmington Primary School**

**Preschool—Year 7**

**Anti– Bullying**

**and**

**Harassment Policy**

**OUR SCHOOL VALUES ARE:**

**Respect**

**Care**

**Honesty**

**Persistence**

Wilmington Primary School is a positive and inclusive learning environment where each student has the right to feel safe. supported and respected at school.



**Government  
of South Australia**

Department for Education

## WHAT IS BULLYING?

Harassment is behaviour that offends, humiliates by targeting an individual or group.

Bullying is deliberate and ongoing behaviour toward a person/persons which involves the misuse of power and makes the person/persons feel sad, scared and unsafe.

### Types of Bullying and Harassment

- **Physical**
  - ☐ Pushing, shoving, touching, gestures, hitting, kicking, tripping, spitting, stares, invasion of personal space, taking or damaging property
- **Verbal or Written**
  - ☐ Name calling, offensive language, teasing, rumours, swearing, spoken or written insults, threats, suggestive comments, graffiti
  - ☐ Cyberbullying through email, voice and text messaging, social network sites, photographic and video images
- **Victimisation**
  - ☐ Stand-over tactics, damaging, removing or hiding belongings of others.
  - ☐ Excluding or isolating someone on purpose, demands for money or possessions
- **Racial**
  - ☐ Racist remarks, teasing someone's culture.
- **Sexual**
  - ☐ Male/female putdowns, gender harassment songs, inappropriate touching, showing of private parts, sexually explicit talk, kiss chasey

### What students can do

**If you are being harassed or bullied you could try some of the following:**

- ☐ Ignore the behaviour and walk away.
- ☐ Politely and firmly ask them to stop eg "I don't like what you are doing to me. You need to stop".
- ☐ Get a friend to help.
- ☐ Report it to a teacher.
- ☐ Don't react to the behaviour, report it.
- ☐ Keep reporting every time until it stops

### Bystander Behaviour

**If you see someone being harassed or bullied, we expect you to try some of the following:**

- ☐ Tell the person to STOP.
- ☐ Be a friend.
- ☐ Encourage and help the person to tell a staff member about what is going on.
- ☐ Leave the area to ask a teacher for support.
- ☐ Get help for the person who is feeling sad, scared or unsafe.
- ☐ Make good choices.

## Consequences

A range of consequences may be used for students who bully and harass. They could include the following:

- ☐ Discussing the behaviour and what needs to happen to make things better
- ☐ Replace (or help towards replacement) return, tidy and /or clean damaged item
- ☐ Stop using misused facilities or property
- ☐ Removal from class – office exit
- ☐ Withdrawal of recess and lunchtime playtime
- ☐ Lose privileges eg participation in school trips or sports events that are not an essential part of the school curriculum
- ☐ A fixed period of Internal Suspension
- ☐ A fixed period of Suspension
- ☐ Planning a behaviour contract

## Remember

**It is important for you to tell someone if you or your friends are being harassed or bullied.**

**Everyone has the right to feel safe.**



# Wilmington Primary School

PO BOX 11 Wilmington SA 5485

Phone: (08) 8667 5112 Fax: (08) 8667 5025

Principal: Cathy Bornholm [dl.0483.info@schools.sa.edu.au](mailto:dl.0483.info@schools.sa.edu.au)



Government  
of South Australia

Department for Education  
and Child Development

## Wilmington Primary School Attendance Procedures

Ensuring regular attendance at preschool and school is a shared responsibility between parents/caregivers and the school.

### School Procedures

#### Principal:

- Ensure processes are in place and followed by staff for recording, monitoring and reporting on student attendance
- Ensure the maintenance of attendance records
- Monitor and analyse attendance data and follow up any attendance issues
- Approve temporary exemptions for students - see Appendix for details

#### School Staff:

- Teachers to mark the roll daily and record any absences and lateness by 9.10am
- Teachers to send attendance roll to the front office by 9.10am
- After 9.15am front office staff to contact parents of any unexplained absences
- Front office staff record absences in EDSAS system daily
- The front office provide a roll sheet for each class each week which also includes absences from the previous week.
- Teachers to monitor any unexplained absences and send home attendance forms or make phone calls to follow up.
- Copies of any absence reasons need to be retained with the roll sheets

#### Parents:

- Phone, write or advise in person of their child's absence and reason for absence including any medical certificates preferably before 9.15am (see Appendix for Absence Reasons).
- Seek exemption for planned absences from principal – (see Appendix for Exemptions).
- Parents collecting students early or for appointments during the day need to sign them out at the front office. If the student returns they need to sign in at the front office.

#### Students:

- To give any absence notes to either their class teacher or the front office
- Late students need to enter through the front office and sign in before going to class

### Preschool Procedures

#### Principal:

- Ensure compliance with the requirements of the Preschool Attendance Recording Procedure to ensure compliance with the National Law and Regulations 2011

#### Preschool Staff:

- Ensure parent or guardian has signed the child in on arrival
- Send attendance roll to front office daily
- Front office staff enter attendances into the Early Years System
- Teachers to monitor any unexplained absences and make phone calls to follow up.
- Copies of any absence reasons need to be retained with the roll sheets

#### Parents:

- Parent or guardian must sign in their child on arrival and collection
- Parents must inform staff in writing or by phone if child is to be collected by someone other than an authorised person
- Parents must ensure that the person collecting the child is over 18.

## Appendix

### Reasons for Absence – EDSAS codes

<b>C</b>	<b>Ill with Certificate</b> – verified by a doctor's letter, doctor's certificate, dentist's appointment card or some other health practitioner's communication
<b>I</b>	<b>Ill without certificate</b> – Absence covered by notes, messages or phone calls from parent/ guardian stating a medical condition or illness preventing the student's attendance
<b>F</b>	<b>Family/Social</b> – Absence condoned by parent/guardian as being for family, social or cultural reason (not including family holiday – refer to Exemption) A pattern of regular use of this code may indicate a need for intervention
<b>E</b>	<b>Exemption</b> – Approved exemption from school attendance by either the principal or Central Delegate
<b>N</b>	<b>Not approved</b> – Absent without parent/guardian approval
<b>U</b>	<b>Unexplained</b> – Student who is absent without explanation by parent/guardian

## Principal Approved Temporary Exemptions

The Principal of the school in which the child is enrolled can approve applications for temporary exemptions for the reasons of:

- *Family Travel /Holiday* for a period up to twelve months.
- *Ongoing Medical Condition and Other/Conditional* for a period of up to one month.

### Family Travel / Holiday – up to twelve months

Students of Compulsory School Age and Compulsory Education Age (6 to 17 years of age) require an exemption if they wish to travel or go on a family holiday during school time. Principals have the authority to approve **temporary** exemptions for up to twelve months for *travel / family holiday* where students are not enrolling in another school during that time. If enrolling at another school Central Delegate approval is required.

### Ongoing Medical / Other / Conditional – up to one month

If the exemption sought is **temporary** (*Ongoing Medical Condition and Other/Conditional*) and less than a period of one month, the Principal can approve the application.

### Awaiting approval for Home Schooling – up to one month

**Principals can grant a temporary exemption for up to one month** for home schooling after confirming that an ***application for Exemption from Attendance at School for the Purposes of Home Education*** has been lodged by the parent/guardian with the Manager Home Education.

Parents requesting an exemption could be invited to school to discuss the proposed absence and implications for their child in missing school time. There is no obligation for schools to provide school work during an exemption however it is reasonable for schools to provide information about what will be covered during the exemption period.

**Exemptions for periods longer than this need to be approved by a DECD Central Delegate.**

Updated by Governing Council – 18/6/2018

Review Date - 2019



## Wilmington Preschool's Sunsmart Policy

### Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health.

### Objectives

This SunSmart policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- ensure all children and staff have some UV radiation exposure for vitamin D
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's SunSmart policy.



### Legislation

This policy relates to the following National Law and Regulations:

- *Education and Care Services National Law Act 2010:*
  - Section 167 – Protection from harm and hazards
- *Education and Care Services National Regulations 2011:*
  - Regulation 100 – Risk assessment must be conducted before excursion
  - Regulation 113 – Outdoorspace – natural environment
  - Regulation 114 – Outdoorspace – shade
  - Regulation 168: Policies and procedures (2)(a)(ii) – sun protection

### National Quality Standards

All of the following SunSmart procedures link to: Quality area 2: Children's health and safety.

There are also links to:

Quality area 1: Educational program and practice Quality area

3: Physical environment

Quality area 5: Relationships with children

Quality area 6: Collaborative partnerships with families and communities

Quality area 7: Leadership and service management

### Procedures

Staff are encouraged to access the daily sun protection times to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (August until the end of April) and whenever UV radiation levels reach 3 and above at other times.

#### 1. Clothing

##### Quality area 2: Children's health and safety

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with elbow length sleeves, collars and knee length or longer style shorts and skirts are best.

## 2. Sunscreen

### Quality area 2: Children's health and safety

- SPF 30 or higher, broad spectrum and water resistant sunscreen is available for staff and children's use
- sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if outdoors
- with parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements
- children are encouraged to apply their own sunscreen under the supervision of staff.

## 3. Hats

### Quality area 2: Children's health and safety

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

## 4. Shade

### Quality area 2: Children's health and safety Quality area

#### 3: Physical environment

- a shade audit is conducted regularly to determine the current availability and quality of shade
- management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area
- the availability of shade is considered when planning excursions and all other outdoor activities
- Outdoor activities are scheduled outside the peak UV radiation times or in the shade where possible.
- children are encouraged to use available areas of shade when outside
- children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

## 5. Sunglasses [optional]

### Quality area 2: Children's health and safety

Children and staff are encouraged to wear close fitting, wrap around sunglasses that meet the Australian Standard AS/NZS 1067:2003 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible.

## 6. Enrolment and information for families

### Quality area 6: Collaborative partnerships with families and communities

When enrolling their child, families are:

- informed of the centre's SunSmart policy
- asked to provide a suitable hat for their child

- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. shirts with collars and elbow length sleeves, longer style skirts and shorts)
- the centre provides SPF 30 or higher, broad spectrum, water resistant sunscreen for their child, unless
- families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the centre.

## 7. Staff WHS and role modelling

### Quality area 5: Relationships with children

As part of WHS UV risk controls and role modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

## 8. Education

### Quality area 1: Educational program and practice Quality

#### area 5: Relationships with children

### Quality area 6: Collaborative partnerships with families and communities

- sun protection and vitamin D are incorporated into the learning and development program
- the SunSmart policy is reinforced through staff and children's activities and displays
- staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the centre's website.

## 9. Policy review

### Quality area 7: Leadership and service management

Management and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years).

**Date approved by Governing Council:** 18/06/2018

**Date of next policy review:** 2019



# Wilmington Primary School

12 Beauval Street Wilmington SA 5485

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Government  
of South Australia

Department for Education

## VOLUNTEER POLICY

### Philosophy

Voluntary workers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

### Volunteer Selection Procedures

Volunteers are assessed for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered.

Volunteers, including working with Governing Council or on the OSHC Committee, will be required to:

- agree to a DCSI Child Related Employment Screening (as ascertained on the attached information.)
- attend a RAN-EC (Responding to abuse & neglect in an Education & Care setting) training
- attend an orientation meeting
- sign a volunteer agreement form before commencing work as a volunteer in the school.

Volunteers working in class with their child will be required to attend a RAN-EC for volunteers training.

The school's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

### Sequence of Steps for Volunteers

1. Make contact with the school to ascertain school needs re volunteers
2. Provide documentation for the DCSI Child Related Employment Screening (as required) and the RAN-EC (Induction for Volunteers)
3. Attend the Orientation meeting
4. Sign agreement form

## **The School's Responsibilities To Volunteers**

- A school contact person will monitor and support the volunteer.
- Volunteers will be provided with induction that includes:
  - Work Health Safety procedures
  - Duty of Care responsibilities to students
  - Confidentiality requirements
  - Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers or a leadership team member will be available to discuss volunteers' concerns as they arise.
- The school will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

## **Volunteers' Responsibilities**

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- Volunteers are required to cooperate with DECD policies and procedures, including reporting any workplace Health and Safety concerns.
- For volunteers, respecting the rights of children means they must not:
  - work unsupervised with students
  - be involved in toileting students or assisting with change rooms/sickrooms
  - have unsupervised contact with students during break times
  - encourage affection from or dependency in students eg by giving presents
  - have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
  - display bullying or intimidating behaviours towards students.

### **Volunteers must:**

- Refer all student concerns or behaviour issues to the nominated school contact person.
- Sign the office visitor's book for volunteers on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

## Cancellation of Agreement

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the school.

## Volunteer Declaration

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, you can talk to a site leader about it. Please circle

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)? YES NO

Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children? YES NO

Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee? YES NO

Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone? YES NO

Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction? YES NO

You understand that if the information in this application or declaration changes, it is your responsibility to advise the DECD site leader as soon as possible.

Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.

I confirm and declare that to the best of my knowledge I have truthfully answered all questions.

I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_ (day/month/year)

## Contact Details

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Emergency Contact:

Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_

Phone: \_\_\_\_\_

## SCHOOL VOLUNTEER AGREEMENT

As a volunteer at Wilmington Primary School I agree to:

Work as a volunteer in the area/s of .....

Discuss any concerns in relation to school matters with the appropriate staff member or a member of the Leadership of the school.

Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.

Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

- I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, Work Health Safety procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
- I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

Work as a volunteer for a minimum of 6 months on a regular basis. If I am unable to commit my time, I will notify the front office as soon as possible.

### Work Health Safety

The school needs to be safe for all students, staff and visitors.

**Yes      No**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. I have been made aware of the evacuation / invacuation procedures   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have been informed of procedures for notification of accidents and health and safety hazards and/or near misses in my work area/s | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have been informed of first aid arrangements for staff and children   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I know the location of areas relevant to my work at this site   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I know the name and location of my supervisor at the worksite   | <input type="checkbox"/> | <input type="checkbox"/> |

### VOLUNTEER

Signed: ..... Name: .....

Date: .....

### SCHOOL PRINCIPAL (OR DELEGATE)

Signed: ..... Name: .....

Date: ..... Title: .....

**CATEGORIES OF VOLUNTEERS and DCSI Child Related Employment Screening & RAN-EC**  
**Volunteer training required:**

	Volunteer for	You require
Parent or Guardian of a child in a public school, preschool or early childhood service	An activity or service where your own child is involved	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	An activity or service where your own is NOT involved	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending an excursion	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending at an overnight camp, school sleepover, billeting or homestay	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending your child's concert, sport's day, fundraiser, excursion or school celebration etc	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	In connection with a school-based sporting program and you do <b>not</b> have a child in the program	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	In connection with a school-based sporting program and you do have a child in the program	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Transporting students in the company of their own child	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Transporting students <b>NOT</b> in the company of their own child	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Family Member (eg Aunt, Uncle, Grandparent)	Volunteer on a <b>regular</b> basis	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Family Member (eg Aunt, Uncle, Grandparent)	Attend a single event or activity	No screening required however you must attend a RAN-EC Volunteer training
Community Member (not a parent or guardian)	In any role	DCSI child related employment screening plus attend a RAN-EC Volunteer training

Both certificates are to be shown to the Principal of the site and a copy is held by the site

There may be volunteers that provide services other than those identified in the above lists.

All prospective volunteers **MUST** see the Volunteer Manager prior to beginning at the school.

**PLEASE NOTE THAT THE DCSI CHILD RELATED EMPLOYMENT SCREENING IS THE ONLY ACCEPTED SCREENING**

**VOLUNTEER SELECTION PROCESS**

People wishing to volunteer will, in the first instance, need to complete the "Volunteer Expression of Interest Form". It may not always be possible for the school to provide volunteer opportunities that match the skills, knowledge and interests that potential volunteers offer. The Principal will determine whether suitable work is available for volunteers, based on the "Expression of Interest" form and the needs of the school.

Where opportunities for volunteering exist, volunteers will be required to complete:

- DCSI Child Related Employment Screening
- RAN-EC (Induction for Volunteers)
- Sign an Agreement

**BEFORE** they commence volunteer work.

Induction for Volunteers of offered twice each year, in Term 1 and Term 3. Volunteers must complete induction training prior to undertaking a formal volunteer role.

The Principal's decision is final in determining whether opportunities for volunteers exist.

#### DCSI CHILD RELATED EMPLOYMENT SCREENING

For Parent/Caregivers Volunteers the school will pay for the screening. Please see the Front Office to find out the process needed to get a screening clearance.

For other people requiring screening, the school will advise the volunteer the best way to manage that process

Approved Governing Council      20/08/2018

Review Date:            2020