

KOUMALA STATE SCHOOL

POST OFFICE
KOUMALA QLD 4738

PH: (07) 49498 111 FAX: (07)49498 100

Guidelines for Koumala State School Volunteers

Implemented: July, 2016
For review: February, 2017

WELCOME TO OUR SCHOOL VOLUNTEER PROGRAM

We hope you will gain enjoyment and satisfaction from your involvement with the children and teachers. Your involvement will assist the students with their learning. The staff of Koumala State School appreciate the contribution of volunteers who assist the students in our school.

WHY CLASSROOM VOLUNTEERS?

Because children, teachers and volunteers all benefit from a successful volunteer program.

REASONS WHY PEOPLE VOLUNTEER

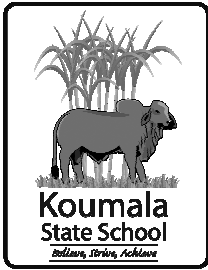
- They enjoy working with children.
- They find out what their children are doing at school.
- They develop a good relationship with the teacher.
- They let their child know that school is important.
- They feel they are doing something worthwhile.
- They help children with their learning.
- They make new friends.
- “My child likes me being there.”

WHY TEACHERS WELCOME VOLUNTEERS

- To work with groups and individuals.
- To keep children on task.
- To guide and assist children in learning.
- To enable the teacher to work with individuals or small groups of students.
- To utilise a volunteer’s special talents (eg art, music, sport, drama).
- To provide parents with the opportunity to become involved with their child’s class.

Great state. Great opportunity.





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- To provide additional role models for children who encourage a positive attitude to learning
- To enable children to recognize and appreciate the value of individuals who give to others and contribute to society by their voluntary efforts.

CAN YOU HELP IN ONE OF THE FOLLOWING WAYS?

- Volunteer on the teacher's roster to help with activities.
(eg English, Art, Computers, Maths Activities, Reading Groups, Changing Home Reading Books)
- Make games, charts etc at home or at school.
- Accompany children on excursions, swimming, concert, and carol night preparations.
- Help coach, train or transport sporting teams.
- Cover books for the library.
- Collect reusable junk and treasure for classroom activities.
- Change over homework reading books.

WHAT YOU CAN EXPECT

- Support and encouragement from teachers and other volunteers.
- Enjoyment and satisfaction from working with children and the activity you are supervising.
- Time to browse through the activity you are to supervise and the area you are to work in. You may wish to arrive a little before time.
- Respect from the class and your group members toward you and each other.
- Opportunities to report back after the session and to discuss the activity with the teacher.
- Appreciation of your support and help.
- To be able to report any problem behaviour to teachers.
- To be advised of any changes to scheduled times.
- Gratitude from your child.
- Notification if scheduled sessions are cancelled.

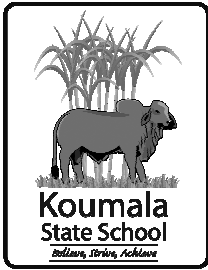
WHAT WILL THE CHILDREN EXPECT?

A caring person who will:

- Listen to their thoughts and ideas.

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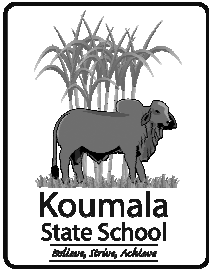
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- Talk with them.
- Be positive.
- Encourage and praise.
- Help with understanding the task or activity.
- Respect them as individuals.
- Acknowledge their efforts.
- Display enthusiasm.

WHAT WILL THE TEACHERS EXPECT?

- **Confidentiality** regarding children's individual abilities and behaviour.
- Individual children's academic performance should only be discussed with the teacher not with other members of the community.
- Respect for their teaching ability and knowledge of the children in their care.
- Punctuality to ensure that organized activities can proceed as planned.
- Time to explain the task to be undertaken.
- Support in developing good classroom habits and routines, eg work area left tidy at the end of activity.
- Care of the equipment and materials being used
- Opportunity to discuss and read about your session where possible.
- Dependability with regard to helping at regular times.
- Supervision of toddlers and younger children to be the responsibility of the parent.
- Any problems to be referred to the teacher as soon as possible.
- **Please contact the teacher if unable to attend a scheduled session.**



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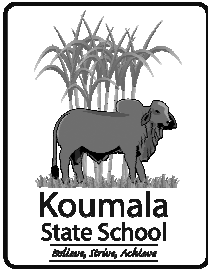
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BEFORE YOU START – SOME SUGGESTIONS

- Arrive on time.
- Ensure you know and understand the task you are to supervise. (Ask the teacher if you are unsure about what is expected of you or the children.)
- Check to see that you have the materials or equipment needed for the activity.
- Let the children know what you expect of them. (Using good manners, staying on Task and working hard)
- Be aware of individual's teacher's approaches to dealing with inappropriate behaviour.
- Define the working area of the group to the children.
- Find out the names of all children in your group.
- Be sure to introduce yourself.
- Be aware of potentially dangerous situations, and report these to the teacher immediately.
- Sign the Volunteer Register at the office (on arrival and departure).
- Participate in training activities which are conducted on a regular basis eg Support A Reader.

MORE HELPFUL SUGGESTIONS

- Always call a child by his/her first name.
- Praise the child for his/her efforts and encourage children to "Have a go".
- Be positive, friendly and supportive.
- Recognise answers and suggestions, and develop them. eg. Thank you, Jessica. Your answer is a good one. Would anyone like to add to it? or Do you all agree with Emily's answer? Why?
- Try to involve each child in the activity.
- Help children to work well with others in a group by sharing, cooperating, listening, and speaking quietly.
- Use a positive approach even when dealing with unacceptable behaviour.
- If the noise level gets too high, stop the activity and refocus on the task using a quiet voice.
- If a child is disruptive despite your efforts, calmly ask them to leave the group and return to the teacher.



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APPLICATION FOR SUITABILITY NOTICE FOR A VOLUNTEER Form ES 004



V

This form **MUST** be completed in full (Parts A to D).
Please Note: Applications for volunteers will be processed free of charge.

PLEASE USE BLOCK LETTERS TO COMPLETE THIS FORM AND PRINT CLEARLY

Part 6 of the Commission for Children and Young People Act 2000 requires a person (over the age of 18 years) seeking to work with children (under the 18 years of age), in a voluntary capacity, to undergo a screening process based on his or her criminal history, to determine the person's suitability to work in child-related employment.

PART A ORGANISATION'S DETAILS (THIS SECTION MUST BE COMPLETED BY THE VOLUNTEER COORDINATOR)

Name of Organisation: _____
Address of Organisation: _____ Postcode: _____
Reference No (if previously supplied by the Commission for Children and Young People): _____
Contact person: _____ Position: _____
Phone: _____ Fax: _____ Email: _____

Type of child-related volunteering for which a Suitability Notice is sought (tick appropriate box)
 Residential facility
 Boarding facility at a school
 Counselling and support service
 Private teaching, coaching or tutoring
 Other (please specify): _____
 School (volunteer other than a registered teacher or volunteer parent of a child enrolled at the school)
 Church, club or association involving children (other than a volunteer parent involved in the same or similar activity as his or her child)

The word "organisation" as it appears on this application form is taken to mean "employer" for the purposes of complying with the Act.

PART B ORGANISATION'S DECLARATION (THIS SECTION MUST BE COMPLETED BY THE VOLUNTEER COORDINATOR)

The applicant **MUST** provide documentation, which supports his or her true identity.
THE VOLUNTEER COORDINATOR **MUST** SIGHT ONE ORIGINAL DOCUMENT FROM LIST 1 AND ONE ORIGINAL DOCUMENT FROM LIST 2 AS LISTED BELOW. ONE DOCUMENT **MUST** SHOW THE APPLICANT'S SIGNATURE. ALL DOCUMENTS **MUST** BE ORIGINALS. PHOTOCOPIES ARE **NOT** ACCEPTABLE.

Where any of the documents are in a former name, the volunteer coordinator must sight an official document (for example, a marriage certificate or deed poll) which shows the applicant's change of name or a document the Commissioner considers to be sufficient evidence of that change of name.
Where it is not possible for the applicant to provide a document from both lists, a document that the Commissioner considers sufficient for identification purposes may be provided.

- I declare that I am the volunteer coordinator of the applicant listed on this form and I have authority to submit his or her name and details to the Commission for Children and Young People for screening purposes.
- I declare that the information in relation to the screening process has been provided to the applicant who has consented to these checks being conducted.
- I declare that I have sighted the documents relating to this applicant's identity as indicated below, and have checked the personal details of this applicant. (Please tick the documents sighted and ensure that the document identification number has been recorded.)

PROOF OF IDENTITY DOCUMENTS

LIST 1	LIST 2
<input type="checkbox"/> current Australian driver's licence with photograph Licence No: _____	<input type="checkbox"/> current Medicare card
<input type="checkbox"/> birth certificate (extract will suffice) Reference No: _____	<input type="checkbox"/> Pension Concession Card, Department of Veterans' Affairs entitlement card or any other current entitlement card issued by the Commonwealth or State Government
<input type="checkbox"/> current Australian passport or current Document of Identity issued by the Australian Passport Office or an Australian Passport or Document of Identity that expired within the last two years Passport No: _____	<input type="checkbox"/> current credit card, or account card from a bank, building society or credit union, or a passbook
<input type="checkbox"/> current overseas passport Passport No: _____	<input type="checkbox"/> telephone, gas or electricity bill up to one year old, where name and address match those on this application
<input type="checkbox"/> Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs Reference No: _____	<input type="checkbox"/> water rates notice, council rates or land valuation notice up to 2 years old, where name and address match those on this application
<input type="checkbox"/> current consular photo identity card issued by the Department of Foreign Affairs and Trade Reference No: _____	<input type="checkbox"/> electoral card or other evidence of enrolment up to two years old, where name and address match those on this application

- I understand that it is a serious offence under the Commission for Children and Young People Act 2000 to make a deliberately false or misleading statement.

Name of Volunteer Coordinator: _____
Signature of Volunteer Coordinator: _____ Date: ____/____/____

Presented to Koumala State School P & C Association for endorsement on 9th August, 2016

Kristy Thomsett
P & C President

Cameron Brown
Principal

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