



## Community Member Participation Policy

### Aims

- A. To encourage and facilitate participation from community members within the school environment in a way that:
  - 1. is safe and supportive for students;
  - 2. supports staff to offer a diverse and engaging educational program both on and offsite;
  - 3. enables families to be involved in their child's education and the day-to-day life of the school;
  - 4. facilitates community members caring for, cleaning and maintaining the school and grounds; and
  - 5. builds community spirit and provides opportunities for socialising and fundraising.
- B. To ensure that community members comply with the *Community Code of Conduct*.

### Scope and Application

This policy is available on the school website and applies to:

- A. Staff
- B. Students
- C. Parents and extended families
- D. Community members

### Definitions

- A. **Child related work** - Work is 'child-related work' if the usual duties of the work involve, or are likely to involve, contact with a child in connection with one of the categories covered in section 6 of the *Working with Children (Criminal Record Checking) Act 2004* (The WWC Act).
- B. **Parent/carer** – the custodial parent/s or legal guardian/s with legal responsibility for a child's care and upbringing.
- C. **Parent Coordinator** – a paid role offered to parents for the completion of tasks that are essential to the running of the school.
- D. **Extended family member** – relatives of a child who are not part of the child's immediate family, e.g., grandparent, aunt, uncle.

- E. Community member** – individuals who are part of the KSCS Association, including all parents, Board members, and broader community members who join the Association.
- F. Volunteer** – an individual who freely offers to take part in an activity or complete a task, without payment.
- G. Volunteering** - an activity which is undertaken:
  1. to be of benefit to the community and the volunteer;
  2. of the volunteer’s own free will and without coercion; and
  3. for no financial payment.

## Principles

- A.** We value and welcome participation from parents, carers and families to support the delivery of diverse and engaging educational activities for our students and to support the day-to-day running and maintenance of the school and grounds.
- B.** The safety and well-being of our students and community members is paramount. All persons entering school grounds are required to sign in and sign out when leaving.
- C.** Teaching staff maintain duty of care of all students during school hours and all activities, on and off site, even when parents/carers are present. Although staff endeavour to collaborate with parents, ultimately staff are accountable professionally and parents should respect staff direction.
- D.** Parents/carers and community members are required to comply with the *Community Code of Conduct* and all school policies and procedures, when on school grounds, and during all school activities held both on and offsite.
- E.** Parents/carers are welcome to be involved in their child’s classroom. Participation involves supporting their child to engage in the classroom program and/or to work under the guidance of the classroom teacher. Parents are also welcome to provide support to other students and the broader classroom under the guidance of, and with prior agreement from, the classroom teacher.
- F.** We value the opportunities for community connection that social interactions between parents/carers on the school grounds can offer, provided these are conducted in a respectful way that does not interrupt children in their learning. The classrooms are not the setting for parents to engage in social interactions. Space for socialising is available in areas not being utilised by students, e.g., the library or outdoor spaces/gardens when not in use.
- G.** Parents/carers and families will respect that the classroom is a safe space for children to learn, explore and develop their social-emotional skills alongside academic skills. Parents/carers should discuss any concerns they have about any child’s behaviour with the classroom teacher and not with other members of the school community.
- H.** *Working with Children Check (WWCC)* requirements will be adhered to (see Duty of Care Policy). Although generally, parents of current students do not need a WWCC to participate at school, in some circumstances it will be required, e.g., participating in overnight activities or working regularly with other students. Extended family members are required to hold a current WWCC when volunteering with students.

- I. The School has the right to refuse entry or request removal from the premises if it is determined that an individual is unsuitable to interact with students and staff.
- J. The Parent Forum, under the direction of the Principal, represents the school in the delivery of social and fundraising events. Parent/carer volunteers make these events possible and ensure their success as valuable community-building, community support and fundraising opportunities.
- K. Participation in the school lunch system, community jobs and busy bees builds a sense of community, provides opportunities for social interactions with other community members, and helps us to maintain a clean, safe and inviting school.
- L. Paid Parent Coordinator positions are available, at the discretion of the Principal, to ensure that key roles/tasks are appropriately resourced. The roles will be offered on the basis of financial need as well as skillset/ability and time availability of the individual to complete the required tasks.

## **Responsibilities**

### **A. Board**

1. Review and update this policy in consultation with relevant parties

### **B. Principal**

1. Oversee the involvement and participation of parents and community members at school.
2. Ensure WWCC, Confidential Declarations and *Community Code of Conduct* requirements are fulfilled.
3. Provide, or delegate responsibility to provide, an orientation and induction to regular parent volunteers.
4. Review arrangements regularly and document feedback.
5. Review requests for reimbursement of out-of-pocket expenses.
6. Ensures that appropriate acknowledgement of community member contributions to the community occurs regularly.
7. Respond to instances of breaches of the *Community Code of Conduct* and/or misconduct.
8. Request removal of individuals from school grounds when necessary.

### **C. All Staff**

1. All Staff and Board members will supervise, support and encourage volunteers.
2. Report instances of misconduct and breaches of the *Community Code of Conduct* to the Principal.

### **D. Administration Staff**

1. Maintain records of Confidential Declarations, Working with Children Checks, Police Clearances and *Community Code of Conduct* Documents.
2. Oversee the completion of the visitors' register and provide appropriate induction packages.

3. Request up to date *Working with Children Checks* as required
  4. The School Bursar will organise reimbursement of out-of-pocket expenses that have been approved by the Principal.
- E. Teaching Staff**
1. Maintain Duty of Care of all students during all school activities, on and off site.
  2. Collaborate with community members and provide guidance and support.
  3. Determine the suitability of parent volunteers in the classroom and assign tasks accordingly.
- F. Parents/Carers and Community Members**
1. Sign in and out of the visitors' register when entering and leaving school grounds.
  2. Comply with the *Community Code of Conduct* and school policies and procedures.
  3. Report instances of misconduct and breaches of the *Community Code of Conduct* to the Principal.
  4. Collaborate with staff and work under their guidance.
  5. Make a commitment to complete any tasks agreed to.
  6. Respect student learning spaces and conduct social interactions in designated areas.
  7. Discuss any concerns directly with the classroom teacher or Principal.

## **Related Legislation**

- A. Working With Children (Criminal Record Checking) Act 2004
- B. Volunteers (Protection from Liability) Act 2002 WA
- C. Occupational Health and Safety Act
- D. Privacy Act 1988
- E. Equal Opportunity Act
- F. The National Standards for Involving Volunteers

## **Related Kerry Street Documentation**

- A. Procedures including:
  1. Community Member Participation Procedure
  2. Community Code of Conduct
- B. Policies including:
  1. Behaviour Guidance
  2. Buildings and Grounds
  3. Child Safety and Well-Being
  4. Duty of Care
  5. Communication

- 6. Concerns and Complaints
- 7. Privacy
- 8. Records Management
- 9. WHS
- C. Confidential Declarations
- D. Police Clearances
- E. WWCC Register
- F. Visitor's Register
- G. KSCS Values and Philosophy

**Contact Person**

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

**Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

**Review and Authorisation**

- A. This policy was authorised by the Kerry Street Council on 14 May 2005.
- B. Reviewed on 13 January 2006. by meeting of staff and Council.
- C. Revised 2 August 2006 to incorporate new WWC legislation.
- D. Reviewed September 2012.
- E. Reviewed and accepted at Council meeting September 2015.
- F. Reviewed 27 June 2016.
- G. To be reviewed S1 2022.

**Revision History**

| Date         | Revision | Detail  |
|--------------|----------|---|
| January 2021 | V.1      | Major edits to the former Volunteers Policy to develop the new Community Member Participation Policy. |
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