

Parent Volunteer Training Guide

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Parent Volunteer Training Guide

Volunteers add significantly to the human resources available to the school, and consequently deserve encouragement, effective management, support and recognition.

This guide will take you through the necessary steps in order to become and parent volunteer at Whittlesea Primary School.

For the purposes of this document, the term 'parent volunteer' includes parent/carer volunteers.

This document should be read in conjunction with the [Volunteer Policy](#) and [Visitor Policy](#) which supersedes the information provided here where applicable.



Steps to becoming a volunteer

To become a parent volunteer you need to:

- Read this 'Parent Volunteer Training Guide'
- Click and read the Child Safe links at the end of this document
- Complete the Google Form at the end of this document
- Sign a confidentiality agreement at the office
- Provide a valid, in-date Working With Children Check
- Have the approval of the School Principal to be a volunteer.

For Child Safe purposes, the above process needs to be completed annually.



Volunteer Roles

Parent volunteers at WPS assist in the following ways:

- Classroom helpers
- Excursions
- Camps
- School Events
 - Athletics Day
 - Inter School Sport
 - Mother's Day / Father's Day stalls



Volunteer Roles

Assisting in the **classroom** under the direction of the classroom teacher by:

- Working with individual children and/or small groups of children
- Providing a role model for learning
- Helping students remain on task while the teacher is with other groups
- Modelling to students what can be achieved when partnerships are formed between school and home.

Assisting on **excursions, camp** and **events** outside Whittlesea Primary School by:

- Supervising students
- Supporting the event and helping consolidate the opportunity for learning



How to volunteer

For **events, camps** and **excursions** that require Parent Volunteers, a post will be made via Compass seeking volunteers.

Classroom Helpers Rosters go out at the start of every term to students who have completed the 'Steps to becoming a volunteer'.

All volunteers will need to:

- Sign in and out at the office via the Compass Kiosk
- Wear a Visitor Badge provided at the office
- Be under the supervision and direction of a staff member at all times.



Expectations

No Judgement

- All children can learn
- Children learn at different rates and have different learning needs
- Children have their own programs

Confidentiality

- Respect the privacy of all adults and children
- Don't mention the names of children or teachers with whom you are working with in front of your own children or other parents
- It is important that the dignity of every child is protected



Expectations

WHITTLESEA PRIMARY SCHOOL COMMUNITY EXPECTATIONS



Respect Your School
Do Your Best
Help Others Succeed



Why SWPBS?

School Wide Positive Behaviour Support

- Is our behaviour support program that reinforces positive behaviours
- Is linked to our school expectations
- Teaches the behaviours we want to see
- Includes Learning Matrices to teach and reinforce positive behaviours
- Utilises Golden Tickets to reinforce positive behaviours, with the focus being on the behaviour not the ticket.





RESPECT YOUR SCHOOL

- Listen to and always follow Teacher's instructions
- Take care of our spaces, resources, and our school environment
- Walk calmly and quietly around our school
- Play safely in our yard and use equipment appropriately




DO YOUR BEST

- Have a positive attitude, growth mindset and give everything a go
- Complete learning during lessons to the best of your ability
- Seek help from Teachers or others when you need it
- Sit in a position that helps you to contribute and learn



HELP OTHERS SUCCEED

- Respect other peoples background's, voices, opinions, and feelings
- Remember 'my space, your space', and keep your hands and feet to yourself
- Be an upstander, not a bystander, encouraging others to do the right thing
- Check in and support your classmates and 'be there' for them

Learning Spaces	<ul style="list-style-type: none"> • Listen to and follow teacher instructions during lessons • Keep learning spaces clean, neat, and tidy
Collaboration & Group Work	<ul style="list-style-type: none"> • Use shared resources respectfully and appropriately • Consider the thoughts and insights of others in your group
Devices & Technology	<ul style="list-style-type: none"> • Hand in phones or devices and follow teacher instruction and school policies • Store devices safely and securely
Moving Around the School / Outside	<ul style="list-style-type: none"> • Use the school walkways, paths, and stairs safely • Go slow when in 'slow zones'
Toilets	<ul style="list-style-type: none"> • Keep the toilets clean and tidy • Flush the toilet after use • Ask your teacher to go to the toilet before leaving the space
Always	RESPECT OUR SCHOOL HISTORY, HERITAGE & ALL CULTURES 

Learning Spaces	<ul style="list-style-type: none"> • Be ready for learning • Have the right resources • Present you work neatly • Give every task a go
Collaboration & Group Work	<ul style="list-style-type: none"> • Contribute to group activities positively • Respect feedback and be open to group ideas
Devices & Technology	<ul style="list-style-type: none"> • Use the internet responsibly and respectfully to support improving learning outcomes • Bring your device to school fully charged everyday
Moving Around the School / Outside	<ul style="list-style-type: none"> • Walk calmly and quietly around the school • Go directly to your destination and return to your class quickly
Toilets	<ul style="list-style-type: none"> • Remember to go to the toilet in break times • Wash hands after using the toilet
Always	USE RESPECTFUL LANGUAGE & GOOD MANNERS 

Learning Spaces	<ul style="list-style-type: none"> • Respect everyone's right to teach and learn • Listen when other people are speaking
Collaboration & Group Work	<ul style="list-style-type: none"> • Work collaboratively when in small and large groups • Equally share responsibility for group tasks • Offer to work with others when required
Devices & Technology	<ul style="list-style-type: none"> • Only touch your own device or the device that you are allocated to use • Report any unusual or unsafe online behaviours to a trusted adult
Moving Around the School / Outside	<ul style="list-style-type: none"> • Interact positively with others • Use 'work it out' strategies if needed
Toilets	<ul style="list-style-type: none"> • Respect people's privacy and personal space • Play in spaces away from the toilets
Always	TAKE RESPONSIBILITY FOR YOUR ACTIONS 

Consequence Continuum



Reminders

Warnings

Redirection



Providing support and giving feedback

The 3 Ps – Pause, Prompt and Praise

Pause

Before responding it is important that classroom helpers first wait, giving the child time to try to work out the word for themselves.

Prompt

Encourage the child to look at the letters and apply their letter/sound knowledge.
Ask: What does it start with?

If the word makes sense, allow the child to continue reading

If the word doesn't make sense, encourage the child to have another try and if necessary, tell the child the word.



Providing support and giving feedback

The 3 Ps – Pause, Prompt and Praise

Praise

At all times it is important that children are praised and encouraged for their efforts. The support and encouragement provided through classroom helper's praise will greatly assist student development. It is important to praise the process.

Try comments like:

- *I like the way you . . .*
- *That's great how you . . .*
- *Well done for persisting...*
- *You must have been practising...*
- *You completed a lot of learning today . . .*



How To Help

The teacher will typically commence lessons with explicit teaching where they will model and explain what is required by students.

They will normally practice specific skills relevant to the lesson and this is a great opportunity for parent helpers to gain understanding of the activity that will follow.

The teacher wants you to be successful and will explain what is required and how you can help.



How To Help

When working one on one with children:

- Listen to students read
- Support students with their writing
- Play literacy games
- Use flash cards
- When assisting students to complete learning tasks:
 - Support and encourage students by praising their efforts
 - Demonstrate and model appropriately
 - Ask for help when you are not sure



How To Help

When working one on one with children you could be:

- Listening to students read
- Supporting students with their writing
- Playing literacy games
- Running a small Maths group



How To Help With Reading

- Listening to students as they are reading
- Encouraging them to sound out a word based on the sounds/phonograms they can see in the word
- Allowing students skip an unknown word and use the context of the sentence to then try and decipher that unknown word
- Asking students to summarise what they just read
- Asking students to make predictions as to what they think might happen next
- Asking students to make connections to the text. For example, 'What does this book/text remind you of?'



How To Help With Writing

- Talking with students about their ideas prior to writing
- Reminding students to remain on task
- Encouraging students to say what they are going to write before writing
- Prompting students with open ended questions when they are having difficulty. For example, what is going to happen next?
- Encouraging students to continually reread their writing to ensure that it makes sense and sounds right
- Assisting with spelling
- Listening to students read their writing and celebrating their achievements with them.



How To Help With Maths

- Ask children to explain the task and how they will do it
- Ask them to “have a go”
- Well done!
- If they struggle, show them how to do the task and later discuss this with the classroom teacher



Child Safe Requirements

Volunteers are also required to undertake annual Child Safe training:

- [Child Safe Standards training for volunteers](#)

As part of this induction, volunteers are required by law to read and be familiar with the following documents. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- [Volunteers Policy](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Child Safety Code of Conduct](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)



Next steps

1. Complete the [Google Form Quiz](#)
2. Read the [Volunteer Policy](#) and [Visitor Policy](#) available on the WPS website
3. Complete the WPS Confidentiality Agreement (available at the office)
4. Present your current WWCC at the office

