



Parent Volunteer Training 2026



ACKNOWLEDGING

country



Wominjeka | Welcome

In the spirit of reconciliation,
Whittlesea Primary School respectfully
acknowledges the Traditional Owners
of the land on which we meet,
the Wurundjeri people.

Together we promise to honor and pay
respect to our Elders; past, present and
emerging. To this day, we remember
them, their history and their deep
connection to this land on which
we live, learn and play.



VOLUNTEERS

Volunteers play an important role in supporting our school. We value your time and contributions, and we are committed to ensuring you feel supported, well-managed, and appreciated.

This presentation will take you through the necessary steps to become a Parent/Carer Volunteer at Whittlesea Primary School.

For the purposes of this process, 'parent volunteer' refers to parent and/or carer volunteers.

This document should be read in conjunction with the Volunteer and Visitor Policies, which are available on our school website

(under the School Documentation Tab)

REQUIREMENTS FOR VOLUNTEERING

To become a parent volunteer, you need to:

Read this '**Parent Volunteer Training Guide**'

A key part of this is the *Child Safe Standards training & OHS expectations for volunteers*

You MUST also then complete the Google Form at the end of this presentation (upon completion)

In addition, you need a valid Working With Children Check, which must be presented at the office prior to commencing any volunteering

Please note: Who can volunteer, as outlined in the policy, is always at the discretion of the Principal (Kaylene Kubeil)

Parent Volunteer Training needs to be completed annually.

VOLUNTEERING ROLES

Volunteers at Whittlesea Primary School may assist in the following:

- Classroom volunteering / resourcing
- Off-site Excursions or On-site Incursions
- Off-site Camps
- School Events & Duties, for example:
 - Athletics Day
 - Inter School Sport
 - Mother's Day stall
 - Father's Day stalls



VOLUNTEERING ROLES

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

- Working with individual children and/or small groups of children
- Modelling to students what can be achieved when partnerships are formed between school and home.

Assisting on **excursions, incursions, camps** and **events** for Whittlesea Primary School by:

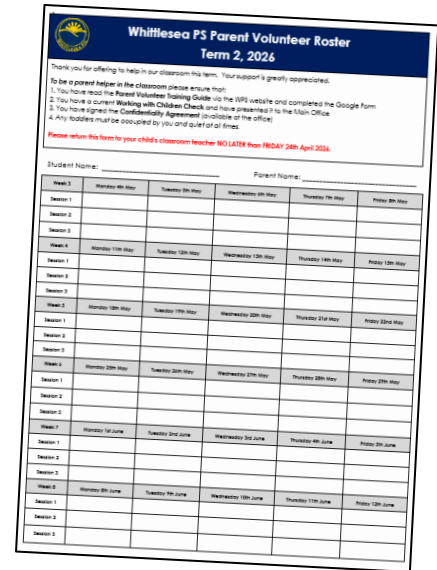
- Supervising students
- Completing set tasks or duties
- Supporting the event and helping consolidate the opportunity for learning

CLASSROOM VOLUNTEERS

Classroom Volunteer Rosters go out at the start of Terms 2, 3, and 4 to students whose parent/carer is an approved parent volunteer.

Once a time is confirmed, volunteers will need to:

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



Whittlesea P5 Parent Volunteer Roster
Term 2, 2026

Thank you for offering to help in our classroom this term. Your support is greatly appreciated.

To be a parent helper in the classroom please ensure that:

1. You have read the Parent Volunteer Training Guide on the P5 website and completed the Google Form
2. You have a current Working with Children Check and have presented it to the Main Office
3. You have signed the Confidentiality Agreement available in the office
4. Any toddlers must be occupied by you and/or other staff

Please return this form to your child's classroom teacher **NO LATER THAN WEDSAT 24th April 2026.**

Student Name: _____ Parent Name: _____

Week 1	Monday 4th May	Tuesday 5th May	Wednesday 6th May	Thursday 7th May	Friday 8th May
Section 1					
Section 2					
Section 3					
Week 2	Monday 11th May	Tuesday 12th May	Wednesday 13th May	Thursday 14th May	Friday 15th May
Section 1					
Section 2					
Section 3					
Week 3	Monday 18th May	Tuesday 19th May	Wednesday 20th May	Thursday 21st May	Friday 22nd May
Section 1					
Section 2					
Section 3					
Week 4	Monday 25th May	Tuesday 26th May	Wednesday 27th May	Thursday 28th May	Friday 29th May
Section 1					
Section 2					
Section 3					
Week 5	Monday 1st June	Tuesday 2nd June	Wednesday 3rd June	Thursday 4th June	Friday 5th June
Section 1					
Section 2					
Section 3					
Week 6	Monday 8th June	Tuesday 9th June	Wednesday 10th June	Thursday 11th June	Friday 12th June
Section 1					
Section 2					
Section 3					

TYPICAL LESSONS

The teacher will typically commence lessons with explicit teaching, modelling and explaining what is required of students.

They will normally practice specific skills relevant to the lesson, which is a great opportunity for parent volunteers to understand the activity or task that will follow.

The teacher will support you and explain what is required and how you can work with the student(s).

In some cases, the teacher might ask you to work 1:1 with a student, for example, listening to them read.

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

We use SWPBS, which:

- Is our behaviour support framework, which is underpinned by our whole school expectations
- Has matrices to explain behaviours in various areas of the school
- Utilises Golden Tickets to reinforce and acknowledge these expected behaviours

 <p>RESPECT YOUR SCHOOL</p> <ul style="list-style-type: none"> • 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 	 <p>DO YOUR BEST</p> <ul style="list-style-type: none"> • 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 	 <p>HELP OTHERS SUCCEED</p> <ul style="list-style-type: none"> • Respect other peoples backgrounds, 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.
<p>Learning Spaces</p> <ul style="list-style-type: none"> • Listen attentively to the teacher and follow instructions • Keep the learning space clean, neat, and safe <p>Collaboration & Group Work</p> <ul style="list-style-type: none"> • Share resources responsibly and cooperatively • Support the thoughts and feelings of others in your group <p>Devices & Technology</p> <ul style="list-style-type: none"> • Read, understand and follow the digital citizenship • Share digital content safely and responsibly <p>Being Active in the School Community</p> <ul style="list-style-type: none"> • Use the school playground, sports, and other safety equipment responsibly • Follow the rules of the school <p>Values</p> <ul style="list-style-type: none"> • Show respect to others and the school • Follow the rules of the school <p>Notes</p> <p>Author: School of Education, University of Western Australia</p>	<p>Learning Spaces</p> <ul style="list-style-type: none"> • Be ready for learning • Have a positive attitude • Follow a personal goal • Give your best effort <p>Collaboration & Group Work</p> <ul style="list-style-type: none"> • Contribute to group work positively • Support feedback and be open to group ideas <p>Devices & Technology</p> <ul style="list-style-type: none"> • Use the internet responsibly and responsibly to support learning • Follow the rules of the school <p>Being Active in the School Community</p> <ul style="list-style-type: none"> • Be safe and healthy • Use the school playground and other safety equipment responsibly <p>Values</p> <ul style="list-style-type: none"> • Be respectful to others and the school <p>Notes</p> <p>Author: USE PEDETRAL LANSBURY & DAVIS BANBURY</p>	<p>Learning Spaces</p> <ul style="list-style-type: none"> • Respect other peoples backgrounds, voices, opinions, and feelings • Remember 'my space, your space', and keep your hands and feet to yourself <p>Collaboration & Group Work</p> <ul style="list-style-type: none"> • Share resources responsibly and cooperatively • Support the thoughts and feelings of others in your group <p>Devices & Technology</p> <ul style="list-style-type: none"> • Read, understand and follow the digital citizenship • Share digital content safely and responsibly <p>Being Active in the School Community</p> <ul style="list-style-type: none"> • Use the school playground, sports, and other safety equipment responsibly • Follow the rules of the school <p>Values</p> <ul style="list-style-type: none"> • Show respect to others and the school • Follow the rules of the school <p>Notes</p> <p>Author: SAGE RESPONDBILITY FOR YOUR ACTIONS</p>

Speak with a staff member if you have any questions about SWPBS and/or student expected behaviours

CHILD SAFE

We have a firm commitment to uphold the Child Safe Standards and to embed a culture of child safety. Strategies that seek to prevent harm and neglect (including physical, sexual, emotional, neglect, racial and cultural or religious abuse) all contribute to a child-safe culture at Whittlesea Primary School.

Volunteers are also required to undertake annual Child Safe training: [Child Safe Standards Training for Volunteers](#)

As part of this induction, volunteers are required to read and be familiar with the following documents, which are all available at the link to our school website [\(school documentation tab\)](#)

- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- PROTECT

OCCUPATIONAL HEALTH & SAFETY

Occupational health and safety (OHS) is concerned with protecting the safety, health and welfare of people engaged in volunteer work or employment.

The next section will take you through Whittlesea Primary School's OH&S Induction (and expectations)

This section will cover:

- First Aid
- Location of Amenities
- Reporting Hazards &/or incidents
- Security Access arrangements (inc. Traffic Management)
- Risk Management (inc. Safe Work Method Statements)
- Chemicals onsite
- Emergency Management (inc. Emergency Exits)
- Wardens & Incident controllers

FIRST AID

Parent Volunteers will not be required to administer any first aid.

If First aid is required, please notify a staff member immediately, who will oversee the process/treatment.



Our First aid Room is located:

In the Heritage (Admin) Building.



Our First Aid Kits are stored:

- First Aid Room
- Gymnasium
- Classroom Offices
- Early Learning Centre
- Backpacks (excursions)
- Staff room
- Admin Office
- Teachers (inc. CRTs) have individual Yard Duty waist' bags



Our First Aid Officers have current training in:

- HLTAID011
- HLTAID009 – CPR (CPR must be completed annually)

VICTORIA State Government | Education and Training | Human Resources

First Aid Summary Sheet

This sheet should be displayed near first aid kits, in the first aid room/sick bay, and on notice boards

General







LOCATION ADDRESS: 2435 Plenty Rd, Whittlesea VIC 3757

NEAREST CROSS STREET: Corner of Plenty Rd and Wallan Whittlesea Rd

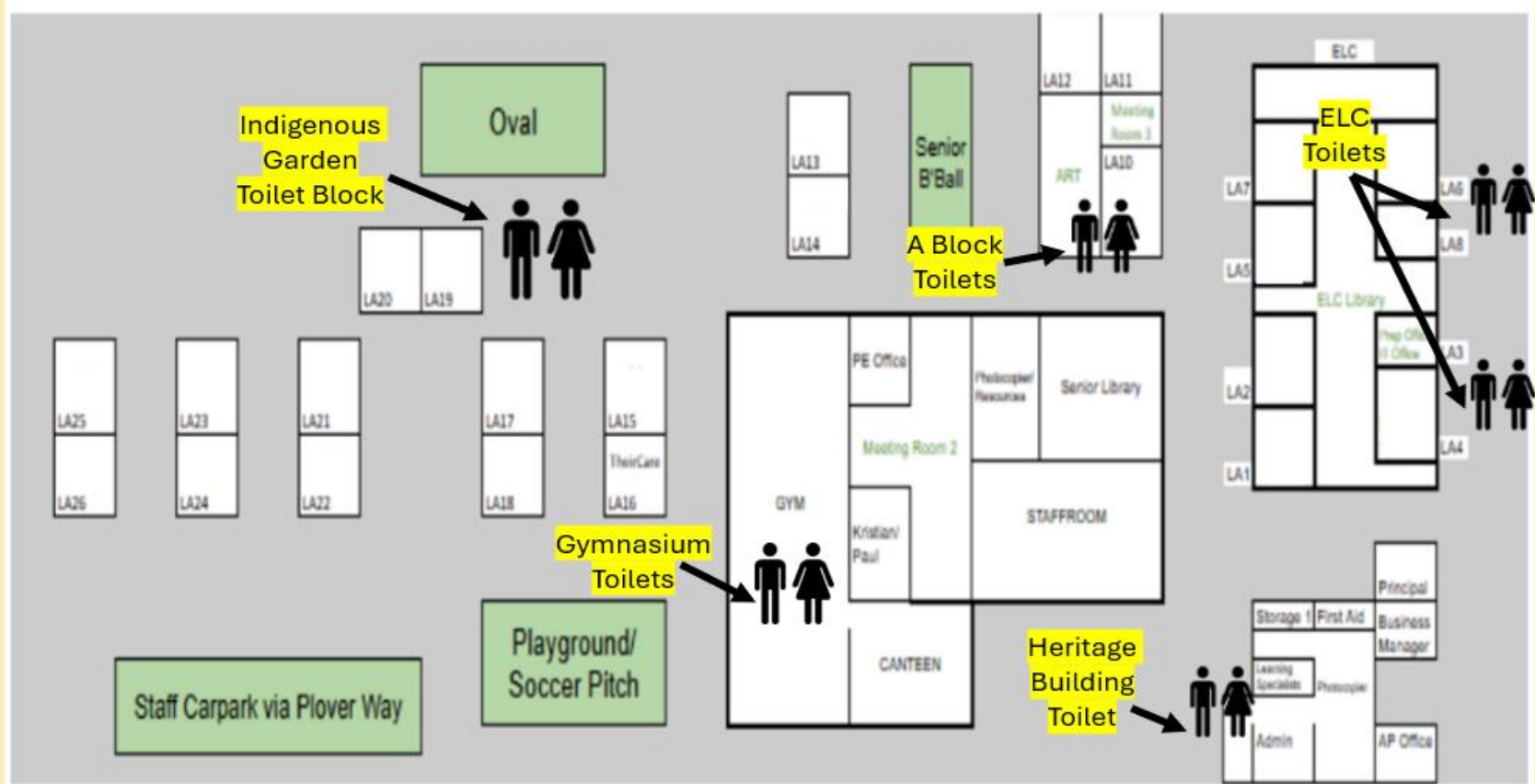
LOCATION OF FIRST AID ROOM: Heritage Building

Victorian Poisons Information Line
Available 24 hours a day, 7 days a week on 13 11 26 or call 000 in the event of an Emergency.

First Aid Officers – Completed Provide First Aid (HLTAID011 and HLTAID009)

		
Name: Kim Mavrogiannis Work Location: First Aid Telephone extension: 107	Name: Angela Kilvington Work Location: BM Office Telephone extension: 106	Name: Jacoba Moreland Work Location: Admin Telephone extension: 101
		
Name: Brad Dupuy Work Location: LS Office Telephone extension: 229	Name: Belinda Waldron Work Location: Back Admin Telephone extension: 102	Name: Matthew Kirkright Work Location: AP Office Telephone extension: 105

LOCATION OF AMMENITIES




HAZARD & INCIDENT REPORTING

All Whittlesea Primary School employees have access to **Edusafe Plus**, which is a hazards & incident reporting system for the Department of Education.

If you notice and/or are involved in a hazard or incident, please bring this to your supervising staff member's attention, and they will be able to complete the reporting process on your behalf.

At all times, this process is managed in accordance with the Department of Education OHS policies.



EDUSAFE PLUS
Keeping everyone safe and well in education by embedding health, safety and wellbeing in everything we do.

Use **eduSafe Plus** to report if you have:

- experienced a physical or mental injury
- had a near miss or
- identified a hazard or risk.

Access **eduSafe Plus** via the Policy and Advisory Library (PAL): <https://www2.education.vic.gov.au/pal>

For more information
Contact the OHS Advisory Service:
T: 1300 074 715
E: safety@education.vic.gov.au

eduSafe PLUS

VICTORIA Education and Training

SECURITY ACCESS ARRANGEMENTS

(INC. TRAFFIC MANAGEMENT)

All Whittlesea Primary School volunteers must:

- Only attend during school hours (between 8.30 am & 3.15 pm)

** Volunteering outside these hours will be discussed with the volunteer/s when required*

- Sign in and out at the Compass Kiosk (upon arrival & departure)
- Wear a provided Visitor Badge
- Not operate any vehicles or large machinery on the school site

** A copy of the School Traffic Management Plan is available on request from the school office*

RISK MANAGEMENT

We value the support of our volunteers and follow clear safety steps to protect everyone in our school community:

- Volunteers must have a valid Working with Children Check (WWCC)
- All volunteers complete this school induction training guide
- Volunteer Tasks are checked for appropriateness and suitability
- Volunteers are supervised to ensure the safety of all
- If a volunteer is involved in an incident, it is to be reported to the school staff (entered onto Edusafe)
- Volunteers are covered by WorkSafe while carrying out approved school activities

SAFE WORK PROCEDURES / STATEMENTS

A Safe Work Method Statement (SWMS) is a document that explains how to do a high-risk job safely. It is often required for high-risk tasks or for operating heavy machinery to ensure workplaces comply with regulators such as WorkSafe Victoria.

At Whittlesea Primary School, volunteers will not be required to undertake any high-risk activities, so they are not required to engage with these safe work procedures.

CHEMICALS & SAFETY DATA SHEETS

Whittlesea Primary School ensures that any chemicals on-site are identified and recorded on our Chemical Register. Safety Data Sheets outline the appropriate controls that are required for their storage, use, and disposal.

EMERGENCY MANAGEMENT PLAN

A copy of the Emergency Management Plan is in each classroom/learning space.

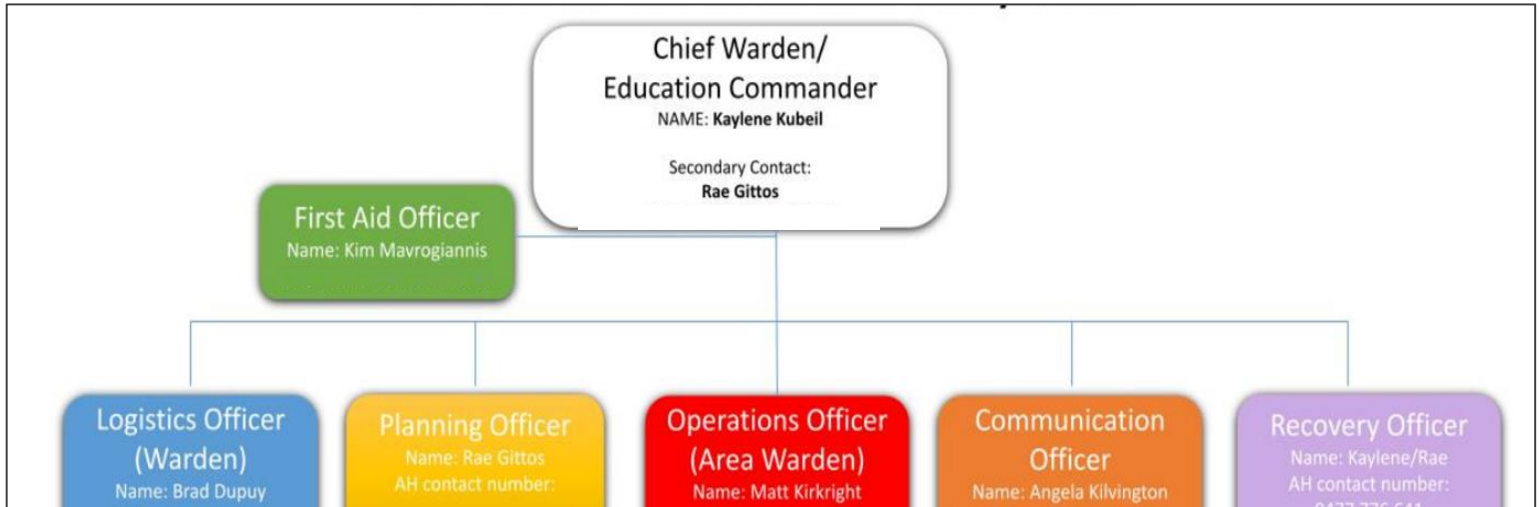
In the event of an emergency, please follow the directions of your supervising staff member.

Emergency Exits are clearly marked with the necessary signage.



EMERGENCY MANAGEMENT PLAN

Workplace Wardens & Controllers



** Please note that staff personal phone numbers have been removed for privacy reasons*

CONFIDENTIALITY

As a volunteer, you may encounter sensitive information.

All volunteers are bound by privacy requirements and must maintain confidentiality at all times.

At Whittlesea Primary School, volunteers agree to:

- ✓ Not discuss students' learning, behaviour, or performance with other parents, students, or volunteers
- ✓ Respect the privacy of all students, staff, parents, and volunteers
- ✓ Report any concerns or student disclosures to the classroom teacher as soon as possible
- ✓ Follow school expectations: *Respect Your School, Do Your Best, Help Others Succeed*

Any breach of confidentiality relating to staff, students, parents, or volunteers will be discussed with the Principal.

GOOGLE FORM COMPLETION

Now that you have:

- Read through this Volunteer training guide
- Familiarised yourself with the Volunteer & Visitor Policies
- Familiarised yourself with the Child Safe Standards
- Understood the school's OHS expectations

The next step is to complete the [Google Form](#), which also includes a confidentiality agreement.

Thank You...

