



# Henley Beach Primary School

Scuola Elementare di Henley Beach

## Volunteering at Henley Beach Primary School

Volunteering at Henley Beach Primary School (HBPS) covers many areas and welcomes all parents, carers or other family members to contribute their time, experience or just plain enthusiasm. You may like to participate on a regular day with your child's class in Grub Club, stay for a shift in canteen, or perhaps just help out for special occasions like the school disco or a class excursion? The choice is yours and you may change what you are interested in throughout the year.

The following is a brief look at the various committees and volunteering options available here at Henley.

If you wish to volunteer here at Henley Beach Primary you will need to fill out a Volunteer application form located at the front office.

Please note that prior to working with children, many volunteering roles require:

- A Department of Human Services Working with Children Check (WWCC) or Department of Communities and Social Inclusion (DCSI) clearance for working with children

Individuals can apply for their own WWCC at [www.screening.sa.gov.au](http://www.screening.sa.gov.au)

**Go to – Applications**

**Go to – Applications information for individuals**

**Click on – Apply for a check**

**Click on – Submit your own application for a check**

Once you begin your application you will receive an email to activate your application. When you have done this, you will receive a second email to set your password for your account. This password combined with your username, will allow you to begin your application.

**To complete your application you will need**

- Information about your full legal name and any names you may have, including previous names, maiden name, names you have legally changed, aliases and informal names (like nicknames)
  - Your current address and 10 years of address history
  - If you are verifying your identity online (100-point check), you will need an Australian Drivers Licence or permit plus one of these:
    - Australian birth certificate or extract
    - Australian citizenship certificate
    - Australian passport
- Completion of the Reporting Abuse and Neglect RAN on-line training [www.plink.sa.edu.au/pages/signup.jsf](http://www.plink.sa.edu.au/pages/signup.jsf)
  - A Department general volunteering induction training on-line [www.plink.sa.edu.au/pages/signup.jsf](http://www.plink.sa.edu.au/pages/signup.jsf)
  - Completion of a site induction

Please contact the front office with any questions ph. 8356 2117 or [DL.0177\\_info@schools.sa.edu.au](mailto:DL.0177_info@schools.sa.edu.au)

There are also a number of volunteer opportunities that do not require WWCC/DCSI clearances, so please do not hesitate putting your hand up to help out at events that come up e.g. sports day, election days etc.

We happily welcome all and any participation.

## Volunteer Opportunities

ROLE	DETAILS	COMMITMENT
<b>1. Governing Council</b>		
<b>Chairperson</b>	Oversees the protocols of council.	Required to attend two meetings per term, Weeks 3 and 7 on a Tuesday evening from 6.30pm to approx. 8.30pm.  Requires some at home commitment to read meeting papers in advance.  May have the occasional email correspondence should the need arise between regular meetings.
<b>Vice Chairperson</b>	Stands in for Chair when required.	
<b>Secretary</b>	Takes and distributes minutes. Correspondence.	
<b>Vice Secretary</b>	Stands in for secretary when required.	
<b>Treasurer</b>	Oversees school's finance and reports back to Council.	
<b>Vice Treasurer</b>	Stands in for treasurer when required.	
<b>Councillor</b>	Inputs to school businesses, governance, community issues, projects and local policies.	
<b>2. Governing Council Subcommittees</b>		
<b>Canteen</b>	Oversees the running of the canteen. Making sure standards and policies are adhered to.	Meets minimum once per term, usually twice, during/after school. Contact via email and SMS as needed.
<b>OSHC</b>	Oversees the management of the OSHC service making sure it complies with relevant legislation and accreditation standards.	Meets minimum once per term, during school hours, at the school.
<b>Parents &amp; Community</b>	Group who coordinate and take on special fundraising events and special projects who then feed the profits back to our kids. E.g. Movie Night, Mothers' Day High Tea, Mothers/Fathers' Day stall, Parents Night, School Disco, etc.	Meets twice per term, or as required, at times and locations convenient to members. Involvement can be as little or as much as you like.
<b>Nature Play &amp; Outdoor Learning</b>	Group that enhances creative, imaginative and physical play and learning experiences. Coordinates working bees and projects.	Meets minimum once per term, at school, at times convenient to members. Involvement can be as little or as much as you like.
<b>Sports</b>	Group that oversees and coordinates sports programs run by the school.	Meets minimum once per term, at school, at times convenient to members.
<b>Playgroup</b>	Group that oversees the Playgroup run by our school.	Meets minimum once per term, at school, after Playgroup on a Friday morning.

<b>3. Casual Volunteering</b>		
<b>Grub Club</b>	Running Grub Club activities with students during class time. Maintaining gardens e.g. weeding, pruning, caring for the chooks.	Student sessions will run at a time that suits the teacher and volunteers, as agreed with the Grub Club coordinator. Garden maintenance can be done during or outside of school hours, and at weekends.
<b>Weekend Sports Coach Manager Helpers</b>	Coaching team sport. Support coach. Time keeping, cooking BBQs etc.	After school and weekends at the school and match venues.
<b>Canteen Helpers</b>	Helping our canteen manager with food preparation, serving and cleaning.	As often as suits your lifestyle; weekly, fortnightly, monthly or once per term. Times are 9.30am-12.00pm or 11.30am-2.00pm to cover recess and lunch; we also welcome help from 8.30-9.30am for food preparation or as much time as you can give. Please contact Julie Stamatialis the Canteen Manager if you may be able to assist.
<b>Parent Coordinator</b>	Takes on the role to welcome new parents to the school and support them to meet others through classroom reps or coffee mornings etc.	Once or twice a term depending on the influx of new families.
<b>Classroom Reps</b>	Liaise with other parents and teacher as a source of information and support in general enquiries.	Can be done any day of the week as agreed in advance with the class teacher.
<b>Reading</b>	One on one to listen to students practising reading out loud.	
<b>Spelling/literacy</b>	Students are taken aside to work on spelling and literacy activities.	
<b>Classroom Assistance</b>	Anything required by the teacher e.g. cutting out for art project, sorting and tidying readers, covering books, sharpening pencils etc.	
<b>Working Bees</b>	An organised get together of parents and students to set to task on a project from the Grub Club or Nature Play & Outdoor Learning Committee.	TBA usually a Saturday or Sunday morning on the school grounds.
<b>Grant Applications</b>	Researching grants that could apply to projects within our school. Writing applications for grants. Acquittal of grants.	Can be done at home at any time.
<b>Excursions</b>	Going along with class as extra support for students and teachers.	To various destinations. As required.
<b>School Camps</b>	Going along with class as extra support for students and teachers.	To various destinations. As required.
<b>Assisting with Web Site and Social Media Communications</b>	Working with school staff to create, monitor and communicate through official and unofficial social media platforms.	As required.

**If you are interested in being involved in any of these volunteering opportunities, please complete a volunteer application form from the front office.**