



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 we welcome all parents, carers or other family members to contribute their time and assistance. 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.

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).

Individuals can apply for their own WWCC at 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 Responding to Risks of Harm, Abuse and Neglect – Education and Care (**RRHAN-EC**) on-line training www.plink.sa.edu.au/pages/signup.jsf
- A Department general volunteering induction training on-line 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

There are also a number of volunteer opportunities that do not require WWCC 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.

Volunteer Opportunities

ROLE	DETAILS	COMMITMENT
1. Governing Council		
Chairperson	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.
Vice Chairperson	Stands in for Chair when required.	
Secretary	Takes and distributes minutes. Correspondence.	
Vice Secretary	Stands in for secretary when required.	
Treasurer	Communicates school's finance reports back to Council.	
Vice Treasurer	Stands in for treasurer when required.	
Councillor	Inputs to school businesses, governance, community issues, projects and local policies.	
2. Governing Council Subcommittees		
Canteen	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.
OSHC	Oversees the management of the OSHC service making sure it complies with relevant legislation and accreditation standards.	Meets minimum once per term hours, at the school.
Parents & Community	Coordinates fundraising events and special projects. 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.
Sports	Group that oversees and coordinates sports programs run by the school.	Meets minimum once per term, at school, at times convenient to members.

3. Casual Volunteering		
Grub Club	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.
Weekend Sports Coach Manager Helpers	Coaching team sport. Support coach. Time keeping, cooking BBQs etc.	After school and weekends at the school and match venues.
Canteen Helpers	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.
Classroom Assistance	Anything required by the teacher e.g. listening to reading, excursions, cutting out for art project, sorting and tidying readers, covering books, sharpening pencils etc.	Can be done any day of the week as agreed in advance with the class teacher.
Working Bees	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.
School Camps	Going along with class as extra support for students and teachers.	To various destinations. As required.