



DEEP CREEK PRE SCHOOL ASSOCIATION INC.
(Association's Incorporation No. A7573)
510 Blackburn Road
Doncaster East, Vic 3109
Ph: 9842 9002
www.deepcreekpreschool.org.au
deep.creek.kin@kindergarten.vic.gov.au

25th June 2020

Dear Parent / Guardians,

Parent Helper & Working with Children Check

In Term 2 we normally introduce the Parent Helper roster at Deep Creek Preschool. Due to the COVID-19 pandemic, we held the roster off until Term 3 due to such time that visitors are allowed back onto the school premises.

The Parent Helper Roster is a great opportunity for you to spend time with your child at preschool, meet their friends, get to know the educators, and lend a helping hand to preschool staff. The most important function of parent helper is to feel part of the preschool and participate in the program.

Each term our Educators will display a Parent Roster chart on the notice board. We encourage you to put your name down beside a session that suits you. We encourage parents and grandparents to share their talents, knowledge and culture with us for example by reading a picture story book to the class in Chinese, singing a song to the class in a different language etc.

Being a Parent Helper is also a great way to catch up the educators about how your child is going at preschool and gives you a chance to look at your child's learning portfolio and comment on their learning experiences.

Working with Children Checks (WWCC)

In line with upcoming changes to Child Safe Standards, Reportable Conduct Scheme and our Participation of Students and Volunteers Policy which states:

"Parents/guardians whose children usually attend the service are exempt from needing a WWCC Check. However, a service may decide, as a demonstration of duty of care, that all parents/guardians who volunteer at the service are required to undergo a WWCC Check."

After consultation with the members at the Committee of Management (COM) Meeting held on 19th May 2020, the COM voted for the requirement of ALL parents/guardians/grandparents that participate in our Parent Helper program, MUST obtain a **Volunteer** Working with Children Check.

This is free for volunteers and is valid for 5 years.

It is a simple online application form which can be obtained through the link below:



Working with
Children Check

<http://www.workingwithchildren.vic.gov.au/>





DEEP CREEK PRE SCHOOL ASSOCIATION INC.
(Association's Incorporation No. A7573)
510 Blackburn Road
Doncaster East, Vic 3109
Ph: 9842 9002
www.deepcreekpreschool.org.au
deep.creek.kin@kindergarten.vic.gov.au

After you have filled in the form, you will receive an email requiring you to finalise your application by visiting an Australia Post Office to verify your identity and take a photo for the card. This is all for free. Please note that the Working with Children Check is compulsory for Primary School, so this is even more incentive to obtain one.

If you **already** hold a WWCC, please update your details on below link and add "Deep Creek Preschool" as another organisation that you volunteer for:

<https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details>

The Working with Children Check General Information guide has been translated into several languages. The information summarises:

- the purpose of the Check
- who needs to apply for a Check and how to apply
- what is screened or checked

For Translated information guide see link below:

<http://www.workingwithchildren.vic.gov.au/home/resources/translations/>

Checklist for Parent Helpers at Deep Creek Preschool

When you are Parent Helper at our Preschool, our policy requires you to:

- Sign yourself in at the bottom of our sign in/ out book that you are Parent Helper for the day and the time you arrive and leave (for emergency evacuation purposes).
- Read our emergency evacuation procedures situated above the sign in desk.
- Wash your hands when you arrive and before and after you eat (as the children and staff do).
- Be 'Sun Smart' by wearing sunscreen and a broad-brimmed hat according to our Sun smart Policy while on Parent Helper duty.
- Be aware that our Preschool Policy book is allocated in the Foyer of the building and make special note of our Anaphylaxis policy and Asthma policy.
- Follow and abide by our "Privacy and Confidentiality" and "Code of Conduct" Policy to ensure that every child and family is respected.
- Please keep in mind that mobile phones are a distraction in the children's play spaces. You are welcome to have it switched on silent in the kitchen to check if needed.

Please do not let the WWCC process deter you from signing up as a Parent Helper. It is a most rewarding experience for you and your child. Hope to see you at the Preschool!

If you have any questions or concerns, please do not hesitate to contact us for further information.

Best Regards,

Aglaia Papageorgiou & Dianna Di Paola