

Community Hours Program

Background

It is recognised and acknowledged by Orana Steiner School that the parent community has contributed to the School in extraordinary ways over the past 40 years of the School's life.

Parent community activities since 2010 have been undertaken as part of the Community Hours program.

The Community Hours program allows the parent community to accrue up to 30 Community Hours per year. Accrued hours equate to a monetary value and be applied to offset final term accounts owing each November.

Purpose

Orana Steiner School recognises the value of community members in contributing to the school community by giving their time and sharing their skills and expertise with others. Community members may have a wide range of interests, skills and abilities that are able to complement our programs, thus giving a wider range of interactions and experiences to our students.

It is our aim to:

- Welcome the involvement of community members in providing assistance to the school as a community member.
- Provide all community members with a safe working environment.
- Publicise Community Hours opportunities throughout the wider school community so as to provide all interested people with the opportunity to contribute.
- Ensure that the contribution of community members aligns with the school's vision and mission by identifying sanctioned activities and the appropriate recruitment of community members to undertake the sanctioned activities.
- Provide appropriate support and/or instruction to community members to help them carry out the sanctioned activities at the school.
- Meet the requirements of all relevant legislation, particularly workplace safety and child protection legislation.
- Publicly recognise the contribution of community members within the school.

Program management

The effective implementation of the program requires:

- Staff to be appropriately trained for working with adults. Training to be provided by the Principal – it is recommended that there be one session provided at the commencement of each semester.
- Sustainable, clear activities that are appropriate for parent community members, as per Attachment 1.
- A Code of Conduct for Community members, as per Attachment 2.
- A signed Community Hours Agreement, as per Attachment 3.
- Role descriptions for each category of activity, as per Attachment 1.

- Community members working directly with children are to have WWVP Registration - <https://vc-act.org.au/working-with-vulnerable-people-wwvp-registration/>.
- Community members are required to have appropriate training, induction and supervision. This will be provided by the Principal at the commencement of each Semester. A register of training will be kept by the Community Hours Administrator.

Timeframes

Community Hours can be worked at any time through the year.

Community Hours accrued must be registered by 30 November each year in order to apply to the school account for each family for that year.

Any hours worked after this date will be counted towards the following year's Community Hours.

Community Hours value

Each Community Hour has a nominal value of \$30.

Each family pledges to work 30 Community Hours per year. Preschool families and single parent families are only required to complete 15 Community Hours per year.

The maximum total value of Community Hours that can be accrued in one year (January to 30 November) is \$900 and they cannot be carried forward.

In the absence of hours worked, a family will be charged \$30 per hour in deficit of the 30 hours expected.

If a family is unable to complete their Community Hours due to special circumstances, they will need to contact the Principal to discuss.

Recording Community Hours

It is a parent's responsibility to complete the sign-in sheet at each Community Hours activity undertaken. Failure to complete this sheet will void the hours they have worked.

All Community Hours should be lodged via the online portal ("Track it Forward") on the school website within 7 days of working the hours.

All Community Hours lodged will be verified by Board members, P&F committee members or Class Teachers.

Roles and responsibilities

Various roles will be involved with the smooth running of the Community Hours program including:

Community Hours Administrator

Responsible for maintaining appropriate records including:

- The name, address, and contact details for each community member.
- A copy of the signed Community Member Agreement.
- A copy of the Community Member's Working With Vulnerable People Registration. The School Community Hours Administrator will record the WWVP Register Number in a database.

- The name of the community member's supervisor.
- The work that was undertaken by the community member including hours worked.

Attachment 4 outlines key roles.

Safety Coordinator

Under WHS legislation, Orana Steiner School is responsible for the health and safety of community members while they are carrying out activities authorised by the school. This includes:

- activities involving community members will be subject to the same process of risk assessment and management undertaken in relation to activities involving employees.
- the school will take all reasonable steps to eliminate or minimise the risks to which community members may be exposed.
- community members will not be expected to take primary responsibilities for activities with significant foreseeable risks.
- community members will be provided with safety inductions covering identified hazards, safe work procedures, and procedures for notifying the School of hazards, incidents, and injuries.
- community members will be provided with the appropriate training, supervision, and PPE.

The School's insurance covers community members providing the program requirements are met and community members observe all safety requirements.

General guidelines

All community members are required to:

1. Carry out tasks in a manner consistent with School expectations, including the maintenance of a professional, cooperative and confidential working environment;
2. Take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others;
3. Carry out tasks within the role assigned, per the role description, and not to perform duties they do not have the skills to undertake;
4. Cooperate with the reasonable policies, procedures and instructions given by the school;
5. Refer all student concerns or behavioural issues to the School;
6. Notify the School as early as possible if they are unable to fulfil their commitment; and
7. Report all workplace safety incidents or injuries to the School, within 48 hours of the incident.

Attachment 1 – Endorsed Community Hours activities

Activity	Description
<p>P&F committee members P&F executive</p>	<p>Committee members undertaking key roles and P&F executive are eligible to accrue Community Hours.</p> <p>Committee members and executives must comply with P&F constitution requirements.</p> <p>Committee members and executive may accrue a maximum of 30 hours per year.</p> <p>Participants must lodge hours via the online portal.</p> <p>The P&F President verifies Community Hours lodged.</p>
<p>P&F event participants</p>	<p>Participants working any P&F event are eligible to accrue Community Hours.</p> <p>One hour worked equates to one hour Community Hour.</p> <p>Participants must sign on to an Event Register to accrue hours.</p> <p>Participants must lodge hours via the online portal.</p> <p>The P&F event coordinator will review and approve all Community Hours accrued for P&F event work.</p>
<p>Working Bee participants</p>	<p>Participants working at a Working Bee are eligible to accrue Community Hours.</p> <p>One hour worked equates to one Community Hour.</p> <p>Participants must sign onto the Working Bee register at the start of their volunteer period and sign off at the end of it.</p> <p>Participants must lodge hours via the online portal.</p> <p>The Working Bee coordinator will review and approve all community hours accrued for Working Bee work.</p> <p>Parents may be accompanied by children 10 years and older. Children do not contribute to Community Hours. Parents must be responsible for the supervision of their own children.</p>
<p>Library helpers</p>	<p>Participants helping in the Library can accrue hours with activities including:</p> <ul style="list-style-type: none"> • Shelving books • Covering books <p>Participants must lodge hours via the online portal.</p> <p>The Librarian will verify all hours lodged.</p>

Activity	Description
Spring Fair committee	<p>Spring Fair is hosted by Year 4 each year.</p> <p>A Spring Fair Committee is organised, with all committee members eligible to accrue Community Hours for committee work, including attending committee meetings undertaken leading up to and on the day of the Spring Fair.</p> <p>Year 4 parents undertaking work for the Spring Fair Committee are also eligible to accrue Community Hours, including all work leading up to and on the day of the Spring Fair.</p> <p>One hour worked equates to one Community Hour.</p> <p>Spring Fair Committee members and Year 4 parents must sign on to a Spring Fair Community Hours Register to accrue hours.</p> <p>Participants must lodge hours via the online portal.</p> <p>The P&F Spring Fair Coordinator will review and approve all Community Hours accrued.</p>
Spring Fair helpers	<p>Participants are eligible to accrue hours in a number of ways including:</p> <ul style="list-style-type: none"> • helping to set up ahead of the Fair • working on stalls during the Fair • packing up at the end of the Fair <p>Participants must lodge hours via the online portal.</p> <p>The P&F Spring Fair Coordinator will review and approve all Community Hours accrued.</p>
Orana P&F shop	<p>Participants working in the shop are eligible to accrue Community Hours.</p> <p>One hour worked equates to one Community Hour.</p> <p>Participants must lodge hours via the online portal.</p> <p>The P&F shop coordinator verifies hours lodged.</p>
Wholefood buying co-op	<p>Participants can accrue hours by helping to sort and distribute orders.</p> <p>Participants must lodge hours via the online portal.</p> <p>The Co-op manager will verify hours lodged.</p>

Activity	Description
Class co-ordinator(s)	<p>Class Coordinators are appointed after an expression of interest is raised with the the Orana P&F Class Coordinator Manager, who in turn discusses the appointment with the Class Teacher.</p> <p>A Class Coordinator is appointed for one year.</p> <p>A Class Coordinator can accrue 30 hours per year and must be accrued as they are earned.</p> <ul style="list-style-type: none"> • Creating an opt-in email distribution list and communicating with the class. The distribution list must comply with privacy principles. The list should be used to communicate key class activities and build a connection between class parents. Up to two hours per term can be accrued. • Attending P&F meetings and informing class parents of important school events and activities. <p>Participants must lodge hours via the online portal.</p> <p>The class teacher verifies hours lodged.</p>
Class helpers	<p>Participants can accrue Community Hours assisting teachers with some class activities including:</p> <ul style="list-style-type: none"> • Cleaning class rooms as agreed by the teacher. Up to 2.5 hours can be accrued per week during term time only. • Assisting to create costumes or scenery for class plays. <p>Participants must lodge hours via the online portal.</p> <p>The class teacher verifies hours lodged.</p>
Sporting team managers / coaches	<p>Participants can accrue Community Hours by coaching and managing school sports teams.</p> <p>Participants must lodge hours via the online portal.</p> <p>The PE coordinator will verify the hours lodged.</p>
Craft Group - crafters	<p>Participants work to create handwork items using natural and organic materials. The handwork items are sold to raise funds and contribute to P&F fundraising activities for the school.</p> <p>One hour worked equates to one Community Hour.</p> <p>Participants must lodge hours via the online portal.</p> <p>The Craft Group coordinator(s) verifies hours lodged.</p>

Activity	Description
Craft Group - coordinators	<p>Craft Group Coordinators plan, attend and run Craft Group session weekly during term times.</p> <p>Coordinators also set up and pack down the Spring Fair Stall, and support the participants running it.</p> <p>There are usually four to eight coordinators, depending on the size of the Craft Group.</p> <p>Coordinator roles may attract up to 30 Community Hours per year.</p> <p>Participants must lodge hours via the online portal.</p> <p>The P&F President verifies Community Hours lodged.</p>
School Board sub-committee members	<p>Sub-committee participants, excluding Board Directors, are eligible to accrue Community Hours for work undertaken on sub-committees.</p> <p>A sub-committee member is appointed for one year and may accrue up to 30 hours per year.</p> <p>Participants must lodge hours via the online portal.</p> <p>The sub-committee Chair verifies Community Hours lodged.</p>
Board secretariat	<p>Up to two secretariats can be appointed to assist the Board with administration activities, including attending all Board meetings and recording minutes.</p> <p>Secretariats are appointed for one year and can accrue up to 30 hours per year per secretariat.</p> <p>Participants must lodge hours via the online portal.</p> <p>The Board Chair verifies Community Hours lodged.</p>
Canteen helpers	<p>Parents may help for any amount of time between 8:30am and 3:00pm Tuesdays to Fridays.</p> <p>Duties will include preparation and serving of food, cleaning and washing up. No experience necessary.</p> <p>Participants must lodge hours via the online portal.</p> <p>The Canteen Manager will verify Community Hours lodged.</p>

Attachment 2 - Community Member code of conduct

Community members have the right to:

- Be treated with respect, courtesy and professionalism by the School.
- Enjoy open correspondence with the School regarding all matters, including the education and development of their child.
- Receive a timely response to concerns raised which are, in the opinion of the School, legitimate and genuine.
- In relation to sensitive issues, have their privacy respected and their confidentiality upheld by the School.

Community members are expected to:

1. Be informed about, and support in words and actions, the Steiner philosophy.
2. Pursue, in partnership with the School, the common goal of promoting the interests of students.
3. Value, respect and remain mindful of the integrity and reputation of the School, its staff and the wider community.
4. Adhere to and advocate the School's policies.
5. Cooperate with and follow the relevant and correct procedures, guidelines and processes.
6. Model good manners and engage in positive and constructive correspondence with the School.
7. Respect the confidentiality of the School's operational, sensitive and privileged information.
8. Remain mindful, considerate and civil in any engagement with social media or the media which involves the School or a community member.
9. Discourage the spread of harmful hearsay and gossip in the School community and be mindful of a responsibility to promote the School positively.
10. Follow all signage when driving and parking on school grounds.
11. Cross roads on school grounds at the appropriate crossing points in order to model safe behaviour.
12. Not photograph or video students.
13. Not under any circumstances approach a student under the School's care to address, discuss or chastise that student's actions towards their own child.
14. Not engage in discriminatory, abusive or aggressive behaviour on school grounds, in any form, including incitement.
15. Follow the directions of the School whilst on excursions, community member activities and in emergency situations.
16. Attend and participate in school-related events in an appropriate and respectful manner.



Attachment 3 - Community Member Agreement

Given & Surname	
Home Address	
Mobile Phone #	
Connection to Orana	
Family Code (appears on the Fee Statement)	
WWVP Registration # Please attach a copy of the valid card	
Agreement – please sign to acknowledge that you have read and accepted the requirements of the Program	
Date	

Please complete this form and return it to info@oranaschool.com, or to the Front Office.

Once lodged, this form will remain valid for the length of your time your child is enrolled in the School.

Attachment 4 – School Community Hours Program Contacts

	Role	Name	Email
1.	Community hours administrator	Eve Sparrow	eve.sparrow@oranaschool.com
2.	Safety coordinator	Jason Scott	jason.scott@oranaschool.com
3.	Working Bee coordinator	Jason Scott	working.bee@oranaschool.com
4.	P&F Spring Fair coordinator	Gail Wright (Parent)	P&F@oranaschool.com
5.	Class coordinator manager	Melanie Smith (Parent)	melanie@smithengineering.com
6.	Craft Group	Jackie Kearsake & Ange Tefler-Lloyd (Parents)	craftgroup@oranaschool.com
7.	Canteen	Murray Johnstone (Parent)	murrayjohnstone@yahoo.com