



MARGARET RIVER

Independent SCHOOL

EST. 1982 AS NYINDAMURRA FAMILY SCHOOL

Busy Bee Policy

Revision Date	GB Approval Date	Changes Made	Author of Changes
2008		Created	MRIS GB
Nov 2016		Minor	Claudia Serventy
Jan 2017	23/01/17	Minor	Jessica Worrall & GB
Dec 2022	05/12/22	Rewrite into standard policy format, restructure to 2 pa that are no longer compulsory	L Huntly, J Worrall & GB

Next review due(or earlier due to legislative or regulatory changes)	
Next review due 2023	By Document Owner: Building & Infrastructure Portfolio Representative
Policy availability	
For employees: <input checked="" type="checkbox"/> Shared policy drive (P)	For school community, volunteers & others: <input checked="" type="checkbox"/> School website <input checked="" type="checkbox"/> School stream <input type="checkbox"/> Front office (paper)
Links to other MRIS policies	
Parent Handbook; Flexible Commitment Hours; GB Manual	

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Rationale

MRIS promotes Busy Bees to achieve completion of projects, cleaning and tidying of buildings and infrastructure including the surrounding bush, using shared goals and sense of achievement to promote togetherness and ownership within the School Community.

Summary

This policy has been developed to ensure there is clarity with respect to the responsibility for and the structure and organisation of Busy Bees at MRIS.

There will be two whole-of-school Busy Bees held a year. These will be primarily project driven / grounds focused rather than the previous internal cleaning focus although cleaning outside of the buildings is welcome.

All families are requested to attend to assist tidying the school as well as enjoy the opportunity for a social gathering. Busy Bees offer the opportunity of shared goals and a sense of achievement to promote togetherness and ownership within the School Community.

Busy Bee schedule

There will be two whole-of-school Busy Bees held a year, one at the start of the year and a second in during spring in Term 3. They will be primarily for completion of projects, cleaning and tidying of buildings and infrastructure including the surrounding bush rather than the previous internal cleaning focus.

It is anticipated that the first Busy Bee will be held on the first Sunday or second Sunday of Term 1. The second Busy Bee will be calendar dependant but may be held towards the start of Term 3.

The Busy Bees should run on a Sunday from 9-1 with food provided from midday e.g. a sausage sizzle.

Busy Bee responsibility

The Buildings and Infrastructure Portfolio Representative (B&I Rep) in conjunction with the Parent Body Representative (PB Rep) is responsible for arranging and supervising the Busy Bees.

The B&I Rep or delegated Busy Bee Coordinator shall plan, organise and supervise the work for parents during the Busy Bee.

The PB Rep with support of the Class Co-ordinators shall be responsible for organising the social gathering including food. It is anticipated that the Busy Bee will substitute for a 'bus stop' meeting in Term 1 and Term 3.

The Infrastructure Services & Media Manager (IMS Manager) is responsible for identifying the project and other work on behalf of staff and in conjunction with the B&I Rep. The IMS Manager shall work with the B&I Rep to ensure the necessary materials and equipment are provided prior to the day and assist in developing the plan for the day, paying due attention to any work health & safety considerations. It is anticipated that the IMS Manager will also be in attendance on the day.

It is the responsibility of families to come along and work safely while helping to improve our school facilities and enjoy meeting other families at the School.

Busy Bee organisation

The Busy Bee dates shall be included in the MRIS Annual Calendar.

Families shall be encouraged to attend the Busy Bee via School Stream, the Newsletter and Class Coordinators in the week prior to the event. At that time the focus of or project work of the Busy Bee shall be explained and any requirements for tools, equipment or expertise made clear.

On arrival, a mini-induction shall be provided by the Busy Bee Coordinator about the work along with listing of any work health and safety considerations. Please note due to WHS requirements there shall be no working at heights during a Busy Bee.

Families shall sign in and out on the list held by the Busy Bee Coordinator as a record of their attendance for emergency and insurance purposes.

If parents bring children, they are responsible for their supervision unless there is a planned activity provided. Please choose tasks that allow this.

During the Busy Bee there generally be no need to access inside classrooms.

Please ensure facilities are generally left clean and tidy for the next day's use.

If families are unable to attend on the day and still wish to contribute, there is usually plenty of tasks that remain to be done, please contact the B&I Rep, the IMS Manager or check School Stream to select an activity.

Monitoring

Given the significant nature of this change from four busy bees down to two in the year and move from compulsory to encouraged attendance, the GB will monitor and review this policy to assess its effectiveness within a year.

Legislation and other references

The Work Health and Safety Act 2020 (WHS Act).

Appendix A: Busy Bee Sign In/Out Sheet