

Parent Helper Policy 2017

All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Parent Helpers add significantly to the human resources available to the school and consequently deserve encouragement, effective management, support and recognition. Research informs us about the importance of recognising and valuing parent participation in a variety of forms.

Purpose

The purpose of this policy document is:

- To maximise the number and variety of effective volunteer parents who contribute to the school and enhance the educational programs at the school
- To continue to strengthen the home-school partnership.
- To provide volunteer parents with the support and recognition they deserve.
- To provide opportunities for parents to develop their skills and become active participants in their children's education.
- To ensure all regulations pertaining to the Working With Children Act, 2005, are being consistently implemented.

Definitions

For the purposes of this policy Parent Helpers are defined as volunteers to the school who are considered 'Parents'. Parents, in relation to a child, includes:

- a) The father and mother of the child; and
- b) The spouse of the father or mother of the child; and
- c) The domestic partner of the father or mother of the child; and
- d) A person who has custody of the child (excluding Foster parents); and
- e) A person whose name is entered as the father of the child in the Register of Births, Deaths and Marriages under Part 7 of the Births, Deaths and Marriages Act; and
- f) A person in respect of whom a court has made a declaration or a finding or order that the person is the father of a child.

Implementation

- Our school encourages the assistance of parent helpers in a wide variety of areas.
- Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, email and other digital formats or through personal contact. At the start of each semester, parents will be given the opportunity to volunteer and be involved by telling us their availability and skills and what informing them of opportunities for involvement.
- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with fete activities, working bees etc will all be briefed by the teacher in charge as to their roles and responsibilities etc prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Parent helpers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will need to participate in a Classroom Helper training session.

- The school will conduct a formal program such as 'Classroom Helpers' to skill and recruit parent helpers. Training provided by the school, prior to working at the school, will cover the following areas:
 - Aspects of literacy and/or numeracy, including the theory behind literacy/numeracy development.
 - The role of a classroom helper
 - Privacy and Confidentiality
 - Child Safe Standards
 - Anti Discrimination/Equal Opportunity
 - Teacher Duty of Care
 - Appropriate behaviour when working with students
 - Parent Helper Policy and any relevant codes of practice
 - Regulations pertaining to the Working With Children Act, 2005
- Whilst volunteering in a classroom, on an excursion or a sporting activity, Parent Helpers must remain under the direct supervision of the classroom teacher or Teacher in Charge.
- When related to the swimming program, parent helpers are able to assist with the dressing of their own child only. Parents must leave the change room when their child is dressed and must not be within the change room without a supervising teacher.
- Parent Helpers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact.
- Parent Helpers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.
- Parent Helpers are not to approach classroom teachers on controversial issues. Such issues are to be addressed through the principal.
- Parent helpers will receive frequent feedback and reinforcement.
- Parent helpers in need of additional assistance will be provided with reasonable advice and guidance.
- The Principal or the School Council may terminate any invitation to a person to assist a school as a parent helper. A parent helper will at all times comply with any direction or instruction given to him/her by the Principal.
- All parent helpers will be required to sign into the school and wear a Visitor's Lanyard.
- Parent Helpers will require a current Working with Children Check (WWCC) to assist in the classroom. Parents will bear the responsibility for keeping WWCCs current (See Working with Children Check Policy & Procedures).
- Parent Helpers are bound by Seville Primary School's confidentiality regulations. Failure to comply by these regulations will be reported to and followed up by the school Principal.
- Parent Helpers who are assisting in the transportation of students to a school activity are required to have a current WWCC and up to date fully comprehensive car insurance. A copy of the current insurance policy is to be sighted at the office.
- A parent helper's morning tea will be provided annually by staff and students in recognition of the contributions of all parent helpers and volunteers.

Evaluation

This policy will be reviewed as part of the School's three-year policy review cycle.

This policy was ratified by School Council in 2017.

This policy will be reviewed by School Council in 2020.