

PARENT/VOLUNTEER HELPERS POLICY



POLICY PURPOSE

All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Parent helpers, however, must comply with the school's expectations and practices.

AIM

To enhance the educational programs at the school, to build the partnerships between school and home and school, to provide opportunities for parents to develop their skills and become active participants in their child(ren)'s education.

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, letters sent home from the school or through personal contact.
- Parents must complete the online FHPS classroom helper training course before supporting classroom programs.
- All Parent Helpers will be required to sign a Confidentiality Agreement stating the protocols when working with children in the classroom setting.
- On successful completion of an appropriate Parent Helper Course and once the confidentiality agreement is signed and submitted, ALL Parent helpers for projects such as day excursions, helping with reading, literacy rotations, camps, incursions, etc. will be briefed by the teacher in charge as to their roles and responsibilities prior to commencement. At the same time matters of supervision and safety will also be discussed.
- A Parent Helper list will be maintained by the school.
- Parent helpers will receive frequent feedback and reinforcement.
- Parent helpers in need of additional assistance will be provided with reasonable advice and guidance.
- Concerns relating to parent helpers should be addressed to the principal. Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.
- All parent helpers will be required to sign into the school and wear an identifying Parent Helper badge.
- All Parent Helpers must have a current Working with Children Check that nominates Frankston Heights Primary School as their volunteer organisation that they are associated with. This will be attached to the parent's signed 'Confidentiality Agreement' and held in the office.
- This policy is to be read in conjunction with the Information Privacy Act (2000)
- A parent helper's morning tea will be provided annually by staff and students in recognition of the contributions of all parent helpers.

EVALUATION:

<p>This policy will be reviewed annually. This policy was ratified by school council in Dec 2017</p>
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