

Rationale:

- 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.

Aims:

- To maximise the number and variety of effective volunteer parents who contribute to the school.
- To provide volunteer parents with the support and recognition they deserve.
- To continue to strengthen the home-school partnership.
- 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:

- The principal of the school, staff or the school council may seek volunteer parents formally through the school newsletter, written invitations and personal approaches, as well as informally through conversations.
- 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.
- Parent Helpers will be provided with appropriate training before commencing their volunteer role to assist them in carrying out their tasks at school in an effective manner.
- Parent Helpers will be required to participate in training provided by the school, prior to working at the school, which 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
 - 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
-
- Parent Helper training programs will be facilitated (at least) once per year. A database of parents who have completed Parent Helper training will be regularly updated. Access will be given to all staff to ensure all parents helping have received appropriate training.
 - Whilst volunteering in a classroom or a sporting activity, Parent Helpers must remain under the direct supervision of the classroom teacher.
 - 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 may, at times, be sought to attend school excursions. When attending excursions Parent Helpers must remain under the direct supervision of teaching staff at all times.
 - 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 be required to register at the office on their arrival and sign out when leaving. Parent Helpers will be required to wear identification which distinguishes them as a visitor whilst within the school grounds.
 - Individual or groups of Parent Helpers will be acknowledged in the newsletter, publicising their contributions to the school.
 - 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 DRPS confidentiality regulations. Failure to comply by these regulations will be reported to and followed up by the school principal.

Evaluation:

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

This policy was ratified by School Council in 2015.

This policy will be reviewed by School Council in 2016.