



LOWER PLENTY PRIMARY SCHOOL

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CARE • HONESTY • ACHIEVEMENT • RESPECT • RESPONSIBILITY • FIIN

PARENT HELPER



Help for non-English speakers

If you need help to understand the information in this policy please contact Lower Plenty Primary School.

PURPOSE

Parents provide our school with significant resources, insights and expertise. We seek to greatly enhance the opportunities that we can offer our students by encouraging the numerous benefits available from parent involvement in our school.

GUIDELINES

The wide-ranging participation of parents in school programs, classrooms and operations, School Council and its subcommittees, fundraising, camps and excursions, uniform shop and canteen should be actively encouraged at all times.

FOR PARENT HELPERS IN CLASSROOMS, SUPPORT PROGRAMS, EXCURSIONS AND CAMPS

- Parent helpers will have the opportunity to read this policy before undertaking parent helper related duties.
- Parents as classroom helpers must comply with the school's expectations and practices.
- Parents need to sign the visitor register at the front office before helping and sign out at the completion of their visit.
- Invitations for parents to assist in the school's programs will be made via the school's Newsletter, grade notes, Compass, or through personal contact at the individual teacher's discretion. It is not appropriate for parents just to 'turn up' and expect to help.
- Parent helpers will be briefed as to their roles and responsibilities prior to commencement and where required will undertake appropriate training or orientation.
- The Child Safety Code of Conduct will be made available to all parent helpers at the office and on the school website.

- It is not guaranteed that parent helpers will work closely with their own child and are encouraged to promote independence in their own child if they happen to do so.
- It is not appropriate for parent helpers to discuss their own child's learning needs at the time of helping and must speak to the teacher outside of class time to make an appointment to do so.
- Where a child has special medical needs, there will need to be individual consultation and agreement regarding parent participation in excursions and camps.
- Legislation dictates that parents helping on School Camps must have a valid Working With Children Check. (See also Camps and Excursion Policy)
- When adults are working with or supervising students, a teacher must be within the vicinity at all times as the teacher maintains the primary duty of care.
- All decisions relating to adult involvement or otherwise will rest with the teacher in charge of the activity in consultation with the principal.
- Adult helpers accompanied by toddlers must ensure the toddlers do not interfere with the teaching and learning program or the task being undertaken.
- All adult helpers are required to supervise students in their care adequately. This duty of care requires protection of students from known hazards and also in minimising foreseeable risk during supervision.
- Helpers assisting with school or classroom programs must only discuss or convey relevant curriculum or program details with students as authorised by the teacher in charge. No other matters are to be discussed with students.
- It is not appropriate for parents helping on excursions or external school events to purchase items for their own or another child, for example at a café, fast food outlet or gift shop. This includes purchasing items for another child while assisting in the school canteen.
- It is not appropriate for parent helpers to publish photos taken at camps, excursions or external school events on social media or send images to other parents. It is also not appropriate for parent helpers to take photos of children on school property that are not their own. This includes group photos.
- Adults assisting or working within the school may sometimes gain access to confidential information such as disclosures by children or other personal information. In all cases confidentiality must be maintained.
- Helpers are not permitted to discipline students. They must refer any student behaviour concerns to the teacher in charge.
- Communication regarding student welfare issues arising on a camp, excursion or external school event must occur through the organising staff member, not through the parent helper. (Eg. It is not appropriate for parent helpers to relay "updates" to other parents of children attending)
- Teacher concerns relating to adult helpers should be addressed to the Principal or Assistant Principal and documented.
- Failure to observe and comply with any of the above guidelines could result in an investigation and possibly result in that helper no longer participating in school programs. A formal written notification will be documented and filed for future reference.

Please also refer to the following policies provided;

Volunteers Policy

Visitors Policy

Child Safety Code of Conduct

Child Safety and Wellbeing Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	3rd March 2023
Approved by	Principal
Next scheduled review date	December 2024