



PARENT HELPERS POLICY

Purpose

The Parent Helper Program enables parents/guardians to participate as valued members of the community by:

- Supporting the learning of students by providing additional assistance to the classroom program
- Contributing to the delivery of a differentiated curriculum model – parents working with students on their individual needs, determined by the teacher
- Assisting with other school programs and/or services.

If the above points are observed, the Parent Helper Program will contribute to the growth and achievement of our students.

Guidelines

1. Teachers will offer assistance and set clear expectations for parent or volunteer helpers to enable them to carry out their role effectively
2. Teachers will assist parent helpers to gain an understanding of teaching practices in Mathematics and Literacy
3. Teachers will brief all parents and volunteers on issues relating to specific issues with confidentiality in relation to students
4. Teachers will select the parents or volunteers to work in their classroom, based on the needs of the class and individual students within the class
5. The Principal maintains the right to refuse a parent or volunteer's assistance should that person breach confidentiality in relation to students or prove to be unsatisfactory in performing the duties allocated
6. All parent helpers must have a current Working With Children's Certificate (in compliance with the Amendments (2017) to the Working With Children Act 2005)
7. Parents or volunteers who attend excursions and camping programs at the discretion of the Principal and will be required to provide a current Working With Children Certificate prior to the event. This Working With Children Certificate is free of charge and can be completed online.
<http://www.workingwithchildren.vic.gov.au/home/applications/>
8. Annual evaluation of the Parent Helpers' Program will be undertaken by the staff to monitor the program's effectiveness.

Confidentiality

Parent Helpers will:

- Avoid making educational judgements
- Act on the understanding that all children can learn
- Act on the understanding that children learn at different rates and have different learning needs
- Act on the understanding that children have different strengths
- Communicate with the classroom teacher any difficulties (appropriateness of task, behavioural issues, social relationships)

- Refer discipline issues to the class teacher
- Retain confidentiality at all times, never discussing the work or progress of a child with whom the parent helper is working ,except with the class teacher
- Be aware that children can be hurt by remarks from their peers and adults.

School Process

Classroom teachers will:

- Collate parent interest and determine their Parent Helper Timetable
- Review/revise this timetable (at least once a term) to ensure maximum parent involvement
- Display the Parent Helper Timetable either outside or in the classroom or send the timetable home to parents
- Determine the role of the parent helper and communicate this clearly to the parent and students
- Receive the names of the parents of students from their grade who have participated in the Parent Helper Induction session
- Establish a timetable based on one parent per session or a maximum of two parents.

Once the Induction session has been completed, parents communicate with classroom teachers regarding their availability (days and times)

In regards to assisting in the classroom for periods of time longer than 30 minutes, parents are asked to not bring younger children to the classroom when acting as a Parent Helper. This will enable optimum focus on student learning

Parents will work in the classroom at all times under the supervision of the classroom teacher.

Parent helpers will:

- Parent helpers will sign in and out using the 'Visitors Sign in Book/iPad' located at the main office and to wear a Visitor's badge whilst working in the school
- In the case of Reading Helpers, sign in books will be located near the classrooms
- Work under direction of the teacher in charge, Canteen Manager, Office staff or Principal who will be responsible for the allocation of tasks for the parent or volunteer
- Participate in the Parent Helper Induction session (this is required prior to working as a parent helper)
- Read and become aware of this policy
- Communicate availability with their child's/children's teacher
- Assist in the classroom program under the direction of the classroom teacher by:
 - Working with individual students
 - Working with small groups of students
 - Providing a role model for learning
 - Supporting students to complete tasks
 - Completing general class tasks.

Ratified by Council - 2016

Review Date – 2020