



GUIDELINES FOR PARENTS WORKING AS PARENT HELPERS AT SCHOOL



Parents are able to 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. Parent Helpers take on a 'duty of care' role to support the supervision of students. As part of this they have specific supervision responsibilities which need to be undertaken in line with DEECD duty of care obligations, school Staff Code of Cooperation and our school Privacy and Policy documents. All parents working at school must have a 'Working with Children's Check' registration to meet the expectations of the 2005 'Working with Children Act.'

GUIDELINES:

1. Parents as classroom helpers *must* comply with the school's expectations and practices. All supervising adults have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are *reasonably foreseeable*.
2. Parent helpers will be briefed as to their roles and responsibilities prior to commencement and where required, will undertake appropriate training or orientation.
3. Parents *must* attend the school activity without any other children, toddlers or babies. If for some reason a parent helper is unable to participate in a planned school activity eg. Illness, they *must* notify the Grade Communicator who will look for the availability of another emergency helper for that day.
4. When adults are working with or supervising students, a teacher *must* be within the vicinity at all times.
5. Parents *must* respond to any emergency management procedures as outlined in the school EMQ guidelines booklet if alerted by a member of staff.
6. Parents *must* undertake the activities and supervision requirements fully during the entire duration of the activity/event. as expected and be aware of any risk assessment material if required in the activity.eg gymnastics, PMP, Sport
7. Parents *must* be prepared to work with an individual/small group that *may not* necessarily include your own child/children.
8. Parent 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.
9. 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 respected.
10. Parent helpers *must* ensure mobile phones *are on silent* during the direct supervision of students and only check for messages when not directly supervising children. It is not appropriate to allow any student to use any mobile phone/electronic devices at school or from their bag.
11. Taking photos *will* only be the responsibility of the GK staff (for privacy reasons).
12. It is *not* the responsibility of parents to contact the parents of individual students regarding their welfare and participation whilst working at school. A teacher is responsible for this if/when required.
13. Parent Helpers *are not* responsible for disciplining students. They must refer them to the teacher in charge.
14. Helpers are to direct any concerns regarding students and/or the facilities promptly to a GK staff member and/or the teacher in charge.
15. As a number of children have allergies and /or special dietary needs parents *are not permitted* to provide any additional food during the activity to any child.
16. Parents are expected to comply with the Education Department's zoning of schools and their grounds as smoke-free zones.
17. Helpers within the school *must not* use the staffroom, unless invited to do so by a staff member. This is to respect the privacy and professional needs of teachers.
18. Concerns relating to parent helpers should be addressed to the Principal or Assistant Principals.
19. Failure to observe any of the above guidelines will result in that helper no longer participating in school programs.

I agree that I will adhere to these guidelines to ensure the success of the planned activity as well as ensure the privacy and safety of all concerned.

Name: _____ Date: _____
Parent/Guardian

Signature: _____ Child's Name: _____

Grade _____ Date _____