Parent and Community Helpers Policy
Parent/Caregiver and Community Helpers Policy

Rationale
Parents/caregivers and community members are welcome at Windsor Park Public School. There are numerous roles that non-school based personnel can be involved in to support the school in its core business of improving learning outcomes for students.

Privacy and Confidentiality Issues
Privacy legislation requires all persons who are involved in situations where sensitive and confidential information is used, to be aware of their responsibilities. As helpers in the school, there may be times when private and confidential information is open to observation and perusal. It may be that parents are required to record information relating to students’ progress for example. In this situation, a helper would have access to scores or marks of numerous students. It would be totally inappropriate for this information to be used in any way other than for the purposes determined by the teacher. Information gained from your experiences at this school must not be shared with any other person(s).

Organisational Procedures

1. As per the Departmental Policy on Child Protection, each year all persons choosing to undertake Volunteer work within the school for any activity that involves working with children MUST complete a Volunteer Working with Children Check/ Prohibited Employment Declaration Form and provide 100 Point, Proof of Identity before working within the school as a volunteer. (Original documents for School office to copy)

2. All visitors/volunteers must sign in at the office before attending a classroom, canteen or activity as a helper. A badge must be worn at all times and a copy of the Windsor Park Public “WH&S School Responsibility and Emergency Management Booklet” obtained.

3. If you are volunteering to transport students you MUST also provide the school with a copy of your current Driver’s License and Car Insurance.

4. Activities in which the helper is involved must take place under the direct supervision of the teacher. All matters or concerns regarding the behaviour of a student and associated discipline issues must be reported to and dealt with by the student’s teacher.

5. All information that helpers are privy to as a result of being in a classroom and the wider school, must be kept in the strictest confidence. If confidentiality issues are compromised, the support provided by the volunteer helper(s) will need to be reviewed as there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting is a very serious matter that cannot be stressed too often.

6. All helpers must refer questions regarding a student’s progress to the child’s teacher.

7. If a volunteer is unable to attend at the negotiated time they should let the classroom teacher know either by phone or a note.
Conduct Expectations

All parents/caregivers who enter onto any School premises do so in the knowledge that the school community and the Department of Education and Communities expect them to conduct themselves in an appropriate manner.

Parents/caregivers, Volunteers and Visitors are expected:

• to be outstanding role models for all students
• to work under the professional direction of staff, following school policies
• to speak in a kind and friendly way to all students
• to keep confidentiality
• to report any issues of concern to teachers (and not directly intervene)
• to keep a safe and professional distance from all students

As Parents and Community members we expect:

• our children to be respected
• our children to be safe and to feel secure
• our children to be protected from inappropriate behaviours and language

Students and teachers are expected:

• to treat volunteers with respect and courtesy
• to respect the commitment of volunteers to assist student learning
• to respect the contribution of volunteers time