Parent & Community Helpers

Rationale:
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 legislation requires all persons, who are involved in situations where sensitive and confidential information is used, are to be aware of their responsibilities. As helpers in the school there may be times when private and confidential information is open to observation. It would be totally inappropriate for such information to be used in any way other than for the purposes determined by the class teacher, senior assistant or principal. Information gained about students or staff through your experiences in this school must not be shared with any other person(s).

Focus of this Policy
- Parent helpers and non-school based personnel support assisting in the school

Goals:
- To ensure parents and non-school based personnel are effectively managed in their support role

Student Outcomes:
- Provision of extra learning support for students in need by dedicated and professionally-minded helpers
- Raise students’ appreciation of the role their parents can play in their education

Implementation Strategies:
- The Principal and teaching staff will inform parents of their roles and responsibilities prior to commencing in the role.
- The Principal and teaching staff will provide appropriate training for parents to ensure they perform their role as desired.
- The contribution of parents and helpers will be acknowledged.
- All parent helpers or visitors must sign in at the office before and after attending a classroom or fulfilling their role. Time of arrival and departure must be also noted.
- Teachers must provide direct supervision for all helpers in classroom settings.
- Parent helpers must complete documentation for screening in accordance with Child Protection Guidelines.

Resources/Supporting Material/Budget Requirement:
- Visitors Sign-On book in office
- Child Protection Guidelines