Parent and Community Helper Policy

The contribution which parents have traditionally made in schools is highly valued. Volunteers play an important role in our school and many of our classroom and sporting programs would not be in operation if it were not for your assistance. Children, parents, teachers benefit from positive links formed with our school community.

The "best" possible outcomes from all children's education are very much enhanced by a strong partnership between parents, teachers and students.

Parents and community members are welcome at Balarang PS. 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, 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).

An orientation session needs to be completed by all volunteers. As a volunteer at Balarang Public School we request that the following Departmental and school based procedures be followed:

- Complete and return the Volunteers’ Terms of Agreement
- Complete and return the Working with Children Check- Declaration for Volunteers.
- Read the summary Code of Conduct.
- Sign in at the office on arrival. The sign-in book is located on a table just inside the front door.
• Collect a “Visitor” badge and wear it at all times while working within the school. This is requirement for child protection and for WHS reasons.

• Return the badge and sign out when leaving

• Know the evacuation procedures and route for your room.

• Be aware of the health care needs of children in your class, in particular children with asthma and allergies. The class teacher can provide you with this information. Any concerns relating to the health of any children with whom you are working must be referred immediately to the classroom teacher.

General Information

Session Times

<table>
<thead>
<tr>
<th>Morning</th>
<th>Mid</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10 – 11:10</td>
<td>11:50 – 1:40</td>
<td>2:00 – 2:55</td>
</tr>
</tbody>
</table>

• Toilets are available for volunteers to use. These are located in the Infants department, next to 1M

Code of Conduct

At Balarang Public School we strive to provide a teaching and learning environment that promotes dignity and respect. The aim of this Code is to establish a common understanding of the standards of behaviour expected of all volunteers who assist with excursions, sporting events, camps and school based programs. The welfare and safety of students and staff at Balarang Public School is our highest priority.

By accepting the term of this policy you must be aware of and comply with this Code.

• 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 are very serious matters.

• 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.

• In the interest of maintaining a quality education in the classroom we recommend that parents make alternative arrangements for the supervision of younger siblings. If it is necessary for a parent helper to bring a younger sibling into the classroom, the sibling must remain under the direct supervision of the parent. Disruptions caused by toddlers or pre-schoolers can impact on the teaching and learning taking place in the classroom.
• Teaching, programming and classroom organisation is the responsibility of the classroom teacher. Parent comments about a teacher’s classroom teaching practices, either to the teacher or to others, is a serious breach of trust and confidentiality and undermines the teacher in question. 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.

• If parent helpers are unable to attend at the negotiated time please let the classroom teacher know either by phone or a note via your child.

• Parent helpers / volunteers will be required to sign the *Working with Children Check- Declaration for Volunteers.*

• All workers, voluntary or paid who deal directly with children in NSW have to complete the declaration.

• Always show mutual respect in all interactions with staff and students, be courteous and sensitive to the needs of others.

• Dress and behave in a way that models appropriate standards for students. This includes no swearing, or the use of threatening or abusive language

• Focus on allocated students, or groups of students, not your own child

• Volunteers must not be under the influence of alcohol or illegal substances.

• Alcohol is not permitted on school premises or at any time when students are present

• Only teachers or SASS staff are to comfort a child if they are physically or emotionally hurt.

• Only teachers or the principal are to intervene in dangerous or conflict situations.

• Only teachers or staff are to reprimand or discipline students

• Smoking is not permitted on the school grounds.

• Should a child disclose any information that relates to the safety or welfare of the child this must be reported immediately to the classroom teacher.

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

• No children, either school age or pre-school, should be in the canteen whilst food is being prepared or served.

This policy is a requirement of the Department of Education and Communities. We value the contributions parents make to the learning of our students.