



MOONEE PONDS WEST PRIMARY SCHOOL PARENT/GUARDIAN * HELPERS POLICY

Basic Beliefs

Learning is a partnership between home and school. Moonee Ponds West Primary School (MPWPS) recognises the value of Parent/Guardian help for both teachers and children. Parent/Guardian participation enhances social and educational outcomes for children, and communication between classrooms and homes.

Parents/Guardians are welcomed and encouraged to volunteer their help with a variety of tasks in the classroom, outside the classroom and at home. Parent/Guardian helpers are supportive of the Moonee Ponds West philosophies, values and culture.

Aims

- To provide and support opportunities for Parents/Guardians to participate in their child's education.
- To provide clear guidelines for the school community on the role of Parents/Guardians and the requirements for volunteering in the school.
- To develop and strengthen relationships within the school community.

Prior to Volunteering

- All Parent/Guardian helpers are required to provide a 'Working with Children Check', obtained from the Department of Justice. The application forms are available from Australia Post.
- Working with Children Checks are required by all people that work and volunteer at MPWPS. Once the 'Working with Children Check' is obtained, Parents/Guardians must allow the office to document the approval.
- Parent/Guardian helpers must sign in at the school administration office on arrival and sign out when leaving.
- The timing and activities of Parent/Guardian help must be mutually agreed between the Parent/Guardian and relevant teachers.
- Based on the discretion of individual teachers, Parent/Guardian helpers will need to discuss the appropriateness of having toddlers and siblings in attendance whilst volunteering.
- Parents/Guardians should discuss their volunteering role with their child as children may react differently when helpers are in the classroom. At times, Parent/Guardian helpers may need to consider alternative ways of volunteering other than in the classroom. For example, covering books at home.

Guiding Principles for Volunteering

- The Parent/Guardian is volunteering to support the teacher and all students in the learning environment.
- Parent/Guardian helpers should be respectful of individual teachers and their teaching styles.
- Parent/Guardian helpers are supportive and respectful of the MPWPS teaching and learning philosophies, policies, culture and values. For example, if Parent/Guardians are volunteering in the garden or school grounds they are required to comply with the Sun Smart Policy.
- Parent/Guardian helpers model appropriate behaviour when working within the school environment.
- If the Parent/Guardian is accompanied by a child, it is important that the child does not interfere with the learning, safety or wellbeing of the children in the classroom and must be under the supervision of the Parent/Guardian at all times.

- Parent/Guardian helpers are open to discussion and feedback from teachers about how best to support classroom practices.
- Whilst the Parent/Guardian is volunteering, the teacher is still in charge of the class.
- Parent/Guardian helpers should ensure they are aware of the responsibilities associated with supervising at excursions.
- If Parents/Guardians are concerned about the behaviour of any students whilst volunteering, this must be referred to the supervising teacher.
- All Parent/Guardian helpers are welcome to use the facilities of the school when volunteering.

Confidentiality

- Helping in the classroom may expose Parents/Guardians to confidential discussions, sensitive situations and personal information. When this occurs, Parents/Guardians are required to maintain confidentiality at all times.
- A student's learning and progress is private and should not be discussed with others.

If Parents/Guardians have any questions or require further clarification please ask a staff member.

Evaluation

*For the purpose of *This policy should be read in conjunction with the MPW School Visitor's Policy.

The term Parent/Guardian encompasses parents, carers or other relatives and friends of students wishing to volunteer help in the school.

This policy will be reviewed as required. Feedback from teachers, students and Parents/Guardians will be sought and incorporated into the review.

Endorsed by School Council 19th November 2012

Review in 2014 or as required.