



Forest Lodge Public School

Parent/Caregiver and Community School Helpers Policy

Rationale

Parents/caregivers and community members are welcome at Forest Lodge 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.

Focus of this Policy

Outline guidelines, procedures and expectation for school staff, parent/caregiver and community helpers.

Goals:

To ensure Parent/ Caregiver and Community helpers (i.e scripture, ethics & music teachers, or sports coaches) are supported to collaboratively assist teachers and students.

To develop a school culture that acknowledges the important role that parent/caregiver and community helpers can play in the education of students and staff.

Support:

Forest Lodge Public School supports parent and carer helpers in the classroom from Kindergarten to Year 2. These helpers are under the direct supervision of the classroom teacher and roles, times and duration are negotiated. Some of these roles include listening to and changing home readers and covering books. Each term a review is conducted by the class teacher.

Adjustments to roles, times and duration can be made to fit the needs to the class and the school.

Parent and carer help in Years 3-6 is not required in the classroom. If additional support is needed for individuals, students are referred to the learning and support team. Parent and carers are welcome and encouraged to support the school with major events, carnivals (sport), extra-curricular support (band) and excursions. Occasionally, when curriculum requires, we may seek assistance in expertise from our parent, carer and wider community to participate or lead one off workshops and/or presentations.

Parent/ Caregiver Helper - Working with Children Check Procedures at Forest Lodge Public School

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.

1) Volunteers such as classroom helpers, P&C volunteers, (i.e Mother's Day stall or helpers for fundraising activities) or work experience students above 18 years of age) are require to:

- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 points ID

2) Specific Volunteers – (who will have direct contact such as providing personal care services to children with disabilities such as toileting, and volunteers providing mentoring services by a government or non-government agency and who is not a parent or close relative of a student at the school):

- Need WWCC number (Appendix 4)
- Complete WWCC – Declaration for volunteers and contractors (Appendix 11)
- Proof of Identity: 100 points ID
- Details entered on eCPC for verification that WWCC number is valid & current (volunteer/contractor area), and NTBE list is checked.
- Staff can only commence once approval has been provided through ECPC

Privacy, Confidentiality issues or Child Protection concerns

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 you may witness various student behaviour or private and confidential information is open to observation and perusal. It would be totally inappropriate for this information to be used in any way other than for the purposes determined by the teacher. It is very important that all parent volunteers maintain strict confidentiality of such information. Information gained from your experiences at this school **must not** be shared with any other person(s) even in an informal manner. Failure to comply with these instructions may result in the helper ceasing assistance in the classroom.

It is important to discuss any concerns with the class teacher. You can also consult with a school executive or with the Principal if you have any concerns regarding **privacy, confidentiality** or **child protection**. You can refer to the Department of Education Code of Conduct link for more information: <https://education.nsw.gov.au/policy-library>

Organisational Procedures

1. Complete Working with Children Check Procedures. The school office can assist helpers organise and fill in the WWCC – Declaration for volunteers and contractors (Appendix 5) and Proof of Identity: 100 points ID
2. **Due to WHS procedures, all visitors or parent helpers** must sign in at the school office before attending a classroom or any activities as a helper. Helpers must make themselves familiar with the school's Safety Briefing Booklet located next to the sign in book.
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. Class teacher will guide the parent/caregiver helper in set programs and for a set period of time. All matters or concerns regarding the behaviour of a student and associated discipline issues must be reported to and dealt with by the class 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**. Privacy legislation and confidentiality in the school setting is a very serious matter that cannot be stressed too often. Please adhere to Forest Lodge Public School's Code of Conduct required of parents and community.
6. If you are volunteering in a classroom, it is preferred that younger siblings/ toddlers are not brought into the classroom to ensure minimal disruption to teaching and learning and to adhere to WHS guidelines.
7. If a volunteer is unable to attend at the negotiated time they need to let the school know either by phone, email or a note.

Expectations

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

Parents/Caregivers, Volunteers and Visitors are expected:

- to be outstanding role models for all students and staff
- to work under the professional direction of staff, following school & Department of Education policies
- to speak in a kind and friendly way to all students
- to maintain confidentiality at all times / do not involve teachers or other parents in gossip
- to report any issues of concern to teachers (and not directly intervene)
- to keep a safe and professional distance from all students

As Parents, Carers 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 behaviour 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 volunteer's time

Department of Education policies

Code of Conduct

<https://education.nsw.gov.au/policy-library>

Child Protection

<https://education.nsw.gov.au/policy-library/policies/protecting-and-supporting-children-and-young-people-policy>

FOREST LODGE PUBLIC SCHOOL'S CODE OF CONDUCT REQUIRED OF PARENTS AND OTHER PERSONS

Schools should be places where students, staff, parents and visitors to the school should feel safe and happy. Ensuring that our school remains a pleasant and safe place for all is the responsibility of all who enter the school grounds.

This Code of Conduct is intended to ensure that students, staff, parents and other visitors are not subjected to behaviours that cause stress, anxiety, arouse anger, resentment or outrage.

Parents and visitors to the school are expected to behave in a civil manner. They will:

1. Treat all persons associated with the school (staff, students and visitors) with respect and courtesy
2. Keep clear of all buildings and entrances. Adhere to the school's morning routine and dismissal routines
3. Communicate with the school office staff when removing their child/ren from the school grounds or notifying their presence on the school site (for interviews or parent helpers)
4. Make appointments in advance to meet with a class teacher or school executive. An expected time frame is for the teacher to reply within 48 hours to a request. Follow the proper complaints procedures when expressing a concern about the school i.e. Class Teacher, Assistant Principal then Principal
5. School-related or welfare - related issues of students or families at the school need to be dealt with by teachers or executive staff at the school. The school will follow the Procedure of Fairness and work with the school and Department of Education's policies to deal with issues between student or students as part of the school's Wellbeing Practices and Procedures policy. Allow staff to supervise, investigate and manage students without interference
6. Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed. Never enter the school grounds smoking or under the influence of drugs or alcohol. Never swear or use intimidating language. No Parent/Carer is permitted to directly approach another person's child.
7. Provide all medical documents and/or official diagnoses to the school. Inform the school of any changes in circumstances which relate to the child enrolled at Forest Lodge Public School.
8. Follow department's policies outlining permission to publish photos. If you are uploading a photo of your child on social media and other students are visible in the background, please blur or remove them from the photo.

Failure to abide by this Code of Conduct will lead to the provisions of the Inclosed Lands Protection Act (1901) and its Amendments being followed when any of the following occur:

- ❖ Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities;
- ❖ Behaviour in a manner in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- ❖ Use of offensive language (i.e. swearing) in the presence of students or approach another person's child or children;
- ❖ Persistent interruptions to the learning environment of the school such as entering classrooms without permission;
- ❖ Persistent entry to the school site without permission or legitimate reason.
- ❖ https://detwww.det.nsw.edu.au/inprincipal/state_office/2012-07-13/z_dirupdate_2.htm

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