



## **PARENT HELPERS**

### Rationale:

All schools greatly appreciate parents who assist positively with the implementation of the school's programs and at Corpus Christi School parent involvement is actively encouraged. Parent helpers must comply with the school's expectations and practices.

### Aims:

To enhance the educational programs at the school, to build the partnerships between school and home and school, to provide opportunities for parents to develop their skills and become active participants in their children's education.

### Implementation:

Our school encourages the assistance of parent helpers in a wide variety of areas.

These include:

- Parents and Friends Association – fundraising activities
- Second-hand uniform shop
- School sports
- Guest speakers
- Classroom assistance as requested
- Sewing library bags
- Working bees
- Excursions
- Other needs as they arise

Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, class note to parents or through personal contact.

When parents assist in classroom activities or on excursions the supervising teacher needs to make them aware of their responsibility in the areas of physical contact, how they speak to the children and of the need for confidentiality regarding any issues that arise in their work at school.

On excursions, parents supervising groups of children must be formally reminded of the teacher to whom they are responsible during the day so that they maintain line-of-sight contact with this teacher. Parents with toddlers are not free to be supervisors of small groups of children.

All parent helpers are required to report to the office to sign the Visitor's Book and be issued with a pass which is to be worn whilst on the premises. Before leaving, the Visitor's Book is to be signed again.

Parent helpers for longer term activities or activities with higher levels of required expertise such as literacy helpers or school camps will be required to undertake appropriate training. The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit parent helpers.

Parent helpers will receive frequent feedback and reinforcement. Those helpers in need of additional assistance will be provided with reasonable advice and guidance.

Concerns relating to parent helpers should be addressed to the principal. Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

Regular volunteers will be required to obtain a Working with Children (WWC) Check. The WWC is a mandatory checking system for people who work or volunteer in child-related work. Applications can be obtained at any Australia Post office.

Parent helpers for short-term projects such as day excursions, helping with reading, assistance with fete activities, working bees etc will all be briefed by the teacher in charge as to their roles and responsibilities etc prior to commencement. At the same time matters of supervision and safety will also be discussed.

## **GUIDELINES FOR PARENT HELPERS**

Thank you for offering your services as a parent helper. It is very much appreciated.

Here are some guidelines to help make your time at Corpus Christi more enjoyable.

- Parent helpers are required to report to the office to sign the Visitor's Book and be issued with a pass which is to be worn whilst on the premises. Before leaving parents must sign the Visitor's Book again.
- Children are encouraged to address teachers and parents appropriately.
- Those who work with children should avoid physically handling the children in their care unless it is to prevent them from harming themselves or others.
- Please remember that anything you see, hear or are told about a child in school must be regarded as strictly confidential.
- On excursions, parents supervising groups of children must maintain line-of-sight contact with the supervising teacher.

### Evaluation:

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified in July 2012.