

PARENT HELPERS POLICY

RATIONALE

All children benefit from parent involvement in school programs and activities. In some instances parent participation is a necessary feature of particular programs.

GOALS

The “Parents Helpers” policy aims to:

- improve children’s access to education programs;
- ensure mandatory ratios of adults to children are met;
- allow parents to gain greater insight into the education process;
- help build a sense of community involvement;
- enable staff members to focus on their professional duties.

GUIDELINES

- The duty of care of the principal class officer or member of the teaching service cannot be delegated to a parent helper. Helpers will be provided with guidance in relation to student management where necessary by the teacher in charge. Specific Professional Development will be provided in the case of more demanding tasks. Helpers should refer to the teacher in charge for clarification of any matter if in doubt.
- Parents/guardians are required to undertake the ‘Parent Partnerships’ training before becoming classroom helpers
- Once they have gained their ‘Parent Partnerships’ training, parents/guardians can communicate their availability to the teacher. The teacher will then timetable a roster for parent helpers.
- Helpers will sign the visitors’ book at the office and follow procedures as outlined in the CPS ‘Visitors to School’ policy.
- The school community will be made aware of the valuable services provided by helpers.
- Class Coordinators assist teachers to find helpers when necessary.
- The teacher in charge will explain the specific tasks to be undertaken and ensure that the helper has appropriate knowledge, skills and resources to carry out the task effectively.
- Teachers should ensure that parents understand the need for and agree to exercising confidentiality and discretion in relation to matters which they may become privy to in the course of their duties.
- Parent helpers will be approved by School Council in the case of school camps and the Principal on its behalf in other instances.

It is an expectation that Parent Helpers will:

- Follow the teacher's instructions
- Not focus on their own child while in the classroom
- Avoid making educational judgements
- Act on the understanding that all children can learn
- Act on the understanding that children learn at different rates and have different learning needs
- Act on the understanding that children have different strengths
- Communicate with the classroom teacher any difficulties (appropriateness of task, behavioural issues, social relationships)
 - Refer discipline issues to the class teacher
 - Ensure they are comfortable with the role they are taking on

Confidentiality – Parent Helpers will:

- Retain confidentiality at all times
- Respect the privacy of children and parents
- Avoid mentioning the names or learning needs of students in front of their own child/children or other parents
- Be aware that children can be hurt by harmless remarks from their peers and adults