

**ST. JOSEPHS PRIMARY SCHOOL
PORT MACQUARIE**



Name of Policy: VOLUNTEER AND PARENT HELPER POLICY

Date: MAY 2015

Review Date: MAY 2018

OUR VISION

"ONE IN CHRIST"

OUR MISSION

At St. Joseph's Primary we will

- **give witness to Christian values**
- **respect the dignity and sacredness of each student**
- **work with the parents to build up within the child an awareness of the presence of God**
- **endeavour to discern and fully develop the potential of each student**
- **foster a love for learning**
- **create a happy, accepting and enriching**

environment

St Joseph's Primary School

VOLUNTEER & PARENT HELPER POLICY

At St Joseph's we believe educational opportunities for our children are enhanced by Parents and Teachers working together. Parent assistance is valued. We appreciate all offers of help.

All such help is to be voluntary. Time is to be negotiated between the class teacher and helpers. Helpers are to be advised and, if necessary, given in-service to skill them for the task.

Limits of Responsibility:

- Parents are to be utilised as 'helpers' only in a supervisory capacity
- Helpers may not be allowed sole responsibility for supervision
- Helpers should be within teacher's range of supervision at all times
- Helpers will not be held responsible for children's misbehaviour
- Children's progress academically is not the responsibility of helpers
- Disciplining of children under helpers' supervision is to be the sole responsibility of the teacher
- Misbehaviour whilst in care of helpers will be reported to teacher at earliest opportunity
- Criticism of any child is to be deplored as damaging
- Verbal admonishing or threatening is negative and not to be indulged in by helpers
- Due care is to be exercised by supervisors to prevent accidents and potentially upsetting situations. Solutions for such situations is the teacher's responsibility
- Confidentiality is essential

Parent helpers/visitors must enter the School through the Office and collect the appropriate identification.

Helper's Guide to Positive Supervision

1. Display a relaxed attitude
2. Encourage trust and confidence
3. Praise children – equally
4. Look for something positive in each child
5. Become aware of class rules and expectations and refer to them when managing individuals or small groups
6. Try to be sympathetic and understanding – it is not a sign of weakness and children will not interpret it as such
7. Display enthusiasm – always infectious.
8. Maintain confidentiality.

Working With Children Check

School volunteers who are a parent or a close relative of a student enrolled at the school are exempt from obtaining a Working With Children Check, unless the work:

- Is part of a formal program of mentoring children, or
- Involves intimate personal care of children with a disability

If you do require a Volunteer Working With Children Check, click on the following link:
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

If you are exempt from the Working With Children Check and don't already have a Working With Children Check, you will need to provide the school with a completed Volunteer Application Form (available at the school).

Privilege of Position:

As a person working with children, you are in a privileged position which demands that you maintain the strictest confidence at all times.

Please do not discuss any child unless you do so with a teacher.

We, at St. Joseph's, welcome parents into our community.

We value the help given so generously, and by this policy seek to ensure that parent-helpers are able to perform their service without fear of recriminations or stressful situations. We want them to enjoy their work, and so enable children to enjoy learning.

We encourage all parents/carers to involve yourself in your child's education.

Research indicates the outcomes are mutually very beneficial. Becoming involved in your school has many advantages:

- 1) Getting to know other people, particularly the families of your child's friends
- 2) Knowing what is going on in the school and feeling part of the school community
- 3) Providing a boost to children by having their parents interested and involved in their school will lead to higher achievement and better behaviour
- 4) Your efforts lead to more opportunities for the children at school and being able to provide our children with better facilities.