



Parent Helper/Volunteer Guidelines

Parent helpers are extremely welcomed and appreciated at Yarraville West. Many of our programs thrive because of parent involvement including classroom reading, sports activities, Mud Monsters, school banking, 'Fresh Fruit Fridays' and excursions, to name just a few! Invitations for parents to assist in the school's programs will be made regularly through newsletters or directly from teachers.

When working in the school, parent helpers should do so on the understanding that their role is to support the teachers and the school's program. If you would like to be a parent helper / volunteer we request that you follow these guidelines to ensure a successful experience for all.

Please:

- do not pass opinions on such matters as discipline or teaching styles outside the classroom or school.
- avoid comparing children and their work.
- give all children equal time and attention where possible.
- encourage children to be independent - we expect children to try everything themselves before we help them.
- be aware that you may not always be working with your own child.
- do not lift, carry or move a child in any way.
- tell the classroom teacher if a child discusses a matter that concerns you.
- be aware that some days/times may not suit individual classroom teachers.
- be aware that unforeseeable events may mean a timetable change for the class at short notice, and therefore classroom help may not be required.

At no time will a parent be required to supervise children without the presence of a teacher.

Confidentiality is essential for all parent helpers working within the school. You may see children struggling with work, becoming upset or misbehaving. You might also hear/see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children other than with the classroom teacher. The responsibility for informing parents of any concerns about a child remains with the class teacher. (see Information Privacy Act 2000)

YWPS –PARENT HELPER / VOLUNTEER REQUIREMENT:

It is a requirement of all volunteers to have read the YWPS **Child Safe Code of Conduct**. This document can be accessed by the school's website, or if you would prefer a hard copy, please ask for one at the office. This document outlines clear expectations for appropriate behaviour with children.

Parent helpers who do not comply with the school's guidelines and Child Safe Code of Conduct may be required to relinquish their role.