

Rationale:

West Pennant Hills Public School greatly values the support of the school community in providing an excellent education for our students. Throughout the school year volunteers will be requested to assist in classrooms, with sport, at special events, on excursions or around the school in the many aspects of school life.

Volunteers contribute significantly to the resources available to our school and deserve recognition, guidance and support. When working in the classroom, parent helpers should do so on the understanding that their role is to support the classroom teacher, students and the classroom teacher's program. A training program will be available to all volunteers prior to any involvement in school learning activities.

We request that all parent helpers and volunteers follow these guidelines to ensure a successful experience for all.

Aims:

- To provide a safe and secure environment for our students, staff and community.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To ensure volunteers carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and a confidential working environment
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Expectations of Volunteers and Parent helpers:

- Parents and other volunteers assisting with activities do so on the understanding that:
- The teacher is responsible for the programs operating within the classroom or school and they have the ultimate responsibility for the safety, welfare and care of the students.
- The conduct and manners of volunteers should at all times be acceptable and an appropriate model for students. Volunteers contribute to the positive culture of the school through their positive attitude, actions and words.
- Volunteers should cooperate with teachers in charge to ensure the safety and welfare of students.
- Volunteers are asked to check in and out using the QR code at the office when participating in school activities and wear a visitor's sticker as identification when assisting the students.
- Volunteers are required to follow the school's emergency evacuation procedures at the time of any emergency or practice drill.
- The Principal reserves the right and has the authority under the Enclosed Lands Protection Act (1901) and its Amendments to prohibit any potential visitor from entering or remaining within the school boundaries.
- Volunteers are required by DoE to complete a 'Declaration for child-related workers' and present identification at our front office when this declaration is completed.
- Parent Volunteers who can assist with transporting students to and from events in their private car are to have completed a 'Declaration for child-related workers' and have provided the front office with a copy of their current Drivers Licence and Car Registration Number, prior to the event.
- Volunteers are asked to avoid comparing students and their work. Parent helpers should be aware that children can be hurt by casual remarks from adults.
- Parent volunteers should be aware that they are invited into the classroom to assist the teacher and may not always be working with your own child.
- If students talk about something that concerns the parent helper, it is the parent helper's obligation to inform the classroom teacher or the Principal. As schools are mandatory reporters, any disclosures by students made to parents and volunteers must be reported to the Principal or their nominee.

Confidentiality:

Confidentiality is an extremely important matter and essential at all times without exception for all parent helpers working within the classroom or school environment.

All student classroom work, records, results, behaviour, special needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher about the role or support you might be providing in the classroom.

Parent helpers and volunteers are in a position of trust and should not to discuss with any other parent, child, friend or neighbour any information concerning students, staff or other parent. The class teacher has the responsibility of information parents of any concerns about a student at school.

If parent helpers or volunteers have concerns/issues related to what they observe in the classroom, they are encouraged to discuss these concerns with the most appropriate member of school staff – the class teacher, the Assistant Principal, the Deputy Principal or the Principal.

If confidentiality is not maintained or other expectations listed above are not fulfilled, parent helpers and volunteers may be requested to withdraw from helping in the classroom or at the school.