

## LANCELIN PRIMARY SCHOOL



2020 - 2022

### PARENT HELPERS' GUIDE

#### **Parent Helpers**

- Enable the teacher to provide a wider range of activities.
- Enable the teacher to ensure that small groups have adult supervision.
- Work 1:1 with students providing quality learning experiences.
- Share their expertise to enrich programs e.g. craft activities.
- Assist in the preparation of work tasks and the setting up of equipment.

**Research shows that parents who take an active and positive role in their child's school life increase their child's ability to learn.**

#### **Guidelines for Parent Helpers**

- The classroom teacher is responsible for the education, control and behaviour management of the children.
- The parent is a helper, working under his / her direction. The classroom teacher is the professional and facilitates the learning.
- The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher.

The school stresses the importance of being professional and it insists that parents do not discuss classroom events, and/or "children" outside the class or school. Teachers are entrusted with the development of all the children in a class and so have the long term progress of each child at heart. We ask that parent helpers also provide for all the children – confidentiality, support and equal opportunities as they would wish for their own child. The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is any part of the program that helpers are not clear about, we ask that they discuss it with the teacher at an appropriate time, and not outside the classroom.

Classroom teachers who would like the parent assistance will send out an expression of interest to parents for classroom helpers. Following responses from parents, teachers will create a visible timetable on the classroom notice board.

## **Values**

All adults who work in the school are expected to follow similar guidelines relating to the aims, values and ethos of the school and to follow the school practice in terms of behaviour management.

The school's Behaviour Policy may be requested by any volunteer working at the school.

## **Health and Safety**

All volunteers that work face to face with children in a school setting must provide proof of identity (100 point check) and complete a Working with Children Check screening, or sign a Statutory Declaration whilst awaiting your Working with Children's Check documentation. Ultimately, the Principal will grant permission for any parent of volunteer to enter the premises and to assist students or teachers.

This must be provided to the Principal or Manager Corporate Services prior to the commencement of volunteer work. This document is confidential and will remain on file. For a variety of Health and Safety issues, it is also very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the Office.

Helpers must first sign in the visitors' book and wear a visitor's label. At the end of the session it is necessary to return it to the Office and to sign out. **At all times we need to know who is in the school.**

For your own protection/safety we ask that parents do not enter the classroom unless the class teacher is present.

In the interest of everyone's safety we ask that parent helpers do not bring babies or toddlers to class sessions. Mobile phones must be switched off during class sessions.

## **Confidentiality and Child Protection**

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk of harm or has a non-accidental injury must be reported at once to the class teacher or Principal. Any conversation with other parents is a breach of the school's confidence. Even a comment such as, 'your Jimmy reads well,' is not acceptable as others will wonder why you have not said that to them. It is very

important to treat anything you hear or see in school with regard to particular children as being in **absolute confidence** and entirely a matter within the school.

Similarly, you may find that parents who are friends will ask about the progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

## **Supervising Children**

Whenever you are supervising students, the following points will be of help:-

1. Always treat children with respect and in the same sort of way that you would expect them to treat you.
2. Be friendly towards them.
3. Do not raise your voice. If you speak normally to the children, they will have to be quiet in order to hear what you are saying.
4. Tell them exactly what to do in as much details as possible and ask them to repeat the instructions.
5. Don't be afraid to quietly and calmly correct a child that is misbehaving but never try to physically move the child at any time. If in doubt, speak to the nearest member of staff.
6. Praise the children wherever possible.
7. Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends.
8. Encourage them to be polite to one another.
9. If you are concerned about a child for any reason, have a word with the class teacher – **Do not speak directly to the parents of the child.** This is the teacher's job.
10. At school teachers speak to children about protective behaviour and especially about cuddling, sitting on others' knees etc are for family time.

Please respect this within the classroom (A cuddle or hug for your own child as you leave is OK).

## **Playground**

Unfortunately, we are not insured for you to be in the playground with the children at recess or lunchtimes, please use this time to grab yourself a water, tea or coffee from the staffroom.

**Attendance**

If there is any reason that you are unable to attend, please notify the school as soon as possible so that the class teacher can make adjustments to their plans.

**Support**

Do not hesitate to ask for assistance from any member of staff.

Thank you in advance for the help you are offering.

We are delighted that you are able to make a commitment in terms of time and energy to support the work of the school and hope that you will enjoy and value the time you spend at Lancelin Primary School.