



## PARENT AND COMMUNITY HELPERS POLICY

**DATE:** May 2017

**REVIEW DATE:** April 2019

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### 1. Rationale:

A school should provide an environment where students, parents, staff and visitors all feel safe and happy. While encouraging a school which is friendly and where all who enter feel welcomed, it is reasonable to expect that all members of the school community will adhere to the school's core values and rules. The responsibility for ensuring this rests with all who enter the school's grounds.

### 2. Aims:

- To ensure that the rights of students, staff and parents are respected and upheld.
- To support sensitivity and confidentiality.
- To provide a guide for parent and community helpers at Ironbark Ridge Public School.

### 3. Implementation:

Parents and community helpers in the school have a responsibility to:

- maintain confidentiality
- provide outstanding role models for students
- work under the professional direction of the staff
- uphold 'learning' as the priority in any classroom, ensuring there are no distractions (younger children not to accompany, mobile phones off, etc.). Please note also that due to Work Safety, children are not allowed in the canteen
- follow appropriate school policies
- adhere to the school's core values and treat all with respect and courtesy
- report any issues of concern to the class teacher or a member of staff and not directly intervene
- keep a safe and professional distance from all students
- sign **in and out** in the 'Sign In' attendance book at the school's front office
- sign an 'Appendix 5 – Declaration for Volunteers' and Ironbark Ridge PS Parent and Community Helpers Code of Conduct Agreement (available for the front office)

As parents and community member we expect:

- our children to be respected
- our children to feel safe and to feel secure
- our children to be protected from inappropriate behaviours and language

**Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher, a member of the School Executive, or the Principal.**

Under the Child Protection Act of 1997 it may be necessary for the school to have volunteers who assist students undergo a Criminal Record check. Any parent or community helper not fulfilling these requirements may be excluded from the volunteer program. Your cooperation is sought and appreciated in maintaining a safe and happy school. For together we all make a great school an even better place.



# Ironbark Ridge Public School

## PARENT AND COMMUNITY HELPERS CODE OF CONDUCT

We have an outstanding level of parental support in classrooms and in the canteen. Our school could not function at the optimum level without your support.

All parents who enter onto any government school premises do so in the knowledge that the school community and the Department of Education expect them to conduct themselves in an appropriate manner.

*Parents and community helpers are expected to:*

- maintain confidentially\*
- be outstanding role models for all students
- work under the professional direction of staff, following school policies
- uphold 'learning' as the priority in any classroom, ensuring there are no distractions (younger children not to accompany, mobile phones off, etc.). Please note also that due to Work Safety, no children are allowed in the canteen
- adhere to the school's core values and treat all with respect and courtesy
- report any issues of concern to teachers (and not directly intervene)
- keep a safe and professional distance from all students
- sign in and out in the 'Sign On Book' at the school front office
- complete and sign an 'Appendix 5 – Declaration for Volunteers' and Ironbark Ridge PS Parent and Community Helpers Code of Conduct Agreement (this form)

*As Parents and Community members we expect:*

- our children to be respected
- our children to be safe and to feel secure
- our children to be protected from inappropriate behaviours and language.

**\*Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher, a member of the School Executive, or the Principal.**

## CODE OF CONDUCT AGREEMENT

Together we will make school a wonderful experience for all students, parents, staff and members of the Ironbark Ridge Public School learning community.

As a helper at Ironbark Ridge Public School I, \_\_\_\_\_ (full name)  
agree to abide by this Code of Conduct.

\_\_\_\_\_  
(Parent Caregiver Signature)

\_\_\_\_\_  
(Date)