

MALVERN VALLEY PRIMARY SCHOOL POLICY

COMMUNITY

PARENT INVOLVEMENT

RATIONALE:

For the purpose of this policy, parent involvement is defined as involvement in the curriculum programs and offerings within the school. All other parent involvement is classified as volunteerism and volunteers are to be treated in accordance with the school's Volunteers Policy.

Malvern Valley Primary School believes there are many benefits to be gained through a strong partnership between parents and the school. Parental involvement in a range of curriculum programs and activities adds benefit to all members of the school community, particularly students and their learning. Through utilising the diverse skills and knowledge in the parent community, students have increased opportunities to further develop their own understandings.

AIMS:

- Provide opportunities for parents to be involved in a range of activities in the school.
- Ensure successful involvement through providing parents with a clear understanding of school and classroom operations and procedures.
- Enhance the educational programs and opportunities for students at the school through utilising skills and understandings in the parent community.
- Enhance partnerships between school and home.
- Develop parents' skills and enable them to become active participants in student's education. Such active participation further enhances parent's ability to confidently engage in their child's learning.

IMPLEMENTATION:

Regulations:

- 1.1 The Principal and staff have a Duty of Care to all who use or are on Department of Education and Early Childhood Development Property including parent helpers.
- 1.2 The school Principal occupies the Minister's Property and, as such, is a representative of the Minister. The Principal has the responsibility for what happens on the Minister's property and has the ultimate administrative and operational management of the school and all activities undertaken.
- 1.3 The Principal has the ability to deny parents from volunteering their assistance at school if he / she is concerned that issues related to the duty of care owed both to students and staff, community standards and expectations and the reputation of the school are jeopardised in making decisions in relation to parents' involvement on school premises.
- 1.4 If parents suffer an accident whilst working in a voluntary capacity they must notify their injury to the Principal immediately who will ensure the incident is logged on EduSafe (the Department's Incident Reporting & Hazard Management System) and follow up any necessary administrative matters.
- 1.5 A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to lodge a WorkSafe, claim underwritten by CGU Workers Compensation and are processed as standard claims.

Coordination:

- 2.1 Parents will be invited and actively encouraged by the Principal, teachers, Parent's Association and School Council to be involved in a wide range of activities including curriculum activities, canteen, excursions, camps, working bees and other events.

- 2.2 The school will encourage parents to complete a 'Parent Skills Survey' to gather data on parent skills and interests within the community as well as gauge their preparedness to assist with programs within the school.
- 2.3 Invitations for helpers to assist in the school's programs will be regularly made via the school's newsletter, personal contact or other written means such as the school website.
- 2.4 Parents of non-English speaking backgrounds will be actively encouraged to be involved with the school, as outlined in the school's Transition Policy.
- 2.5 All parents assisting in school programs must obtain a Working with Children Check (WWCC) and be registered in accordance with the Working With Children Act, 2005. This registration must be current at the time of assisting in classrooms.
- 2.6 A database of parents holding WWCCs will be maintained by school administration.
- 2.7 Parent helpers in need of additional assistance will be provided with reasonable advice and guidance.
- 2.8 A Parent Helper's and Volunteer's Morning Tea will be provided annually by staff and students in recognition of the contributions of all parent helpers and volunteers.

Practice:

- 3.1 The parent helper guidelines and Parent Involvement Policy will be made available to parents to assist them in working most effectively with staff.
- 3.2 All parent helpers will be required to sign into the school at the office and wear an identifying name badge.
- 3.3 Parents' primary responsibility when assisting in the classroom is to be of assistance to the teacher and, in turn, benefit the learning of the students. When considering bringing young children along when assisting in the classroom, parents are asked to consider whether they will still be able to help in as productive a capacity and to what extent this may affect the focus of students.
- 3.4 While on school premises or on school business (eg. excursions) staff, parents, volunteers, contractors, and visitors are the responsibility of the Principal.
- 3.5 For School Council organised activities, volunteers are responsible to School Council through the person in charge of the activity.
- 3.6 Parent helpers will be briefed by the teacher in charge as to their role(s), responsibilities, supervision requirements and any safety matters prior to commencement of duties.
- 3.7 The school will conduct formal inductions such as 'Classroom Helpers' in the 'Ready, Set Prep' program to recruit and skill parent helpers.
- 3.8 Parent helpers will receive appropriate feedback when required or requested.
- 3.9 Parent helpers are expected to demonstrate the school's values when assisting with any school program.
- 3.10 Parents are expected to maintain confidentiality with any information they are privy to whilst working with children and within the school such as individual student abilities, disciplinary procedures or incidences and/or prominent information regarding medical issues (such as Anaphylaxis Action Plans) in accordance with the Department's privacy policy (<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>).
- 3.11 Concerns relating to parent helpers should be addressed to the Principal. Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

APPENDIX

Appendix 1: Classroom Helper Guidelines

EVALUATION:

This policy will be reviewed annually as part of the school's policy review cycle.

Ratified by School Council: 2014

To be reviewed: 2017

Appendix 1:

Classroom Helper Guidelines

1. Please ensure you have signed into the school at the office and have a 'Visitor Pass'.
2. Please attempt to arrive early (5-10 minutes is ideal) to ensure you can speak to the teacher about what your role will entail and how you will be of greatest benefit to the students.
3. Please follow the directions of the teacher with regard to your role. They will ensure whatever your role is, it has the greatest positive impact for all students.
4. Although being a classroom helper is a wonderful opportunity to be a part of your child's learning, remember you are there to benefit all children.
5. Always demonstrate the school's values: respect, tolerance, cooperation, resilience, friendliness and confidence.
6. You may notice information around the classroom or be exposed to confidential information when working with students. Please maintain strict confidentiality regarding these matters. Should you have any queries or concerns regarding information you have been exposed to, please speak to the teacher.
7. Should you wish to receive feedback, please ask the teacher for some.
8. Enjoy the experience and know that by assisting you have contributed significantly to each student's education.