

St Mary's School

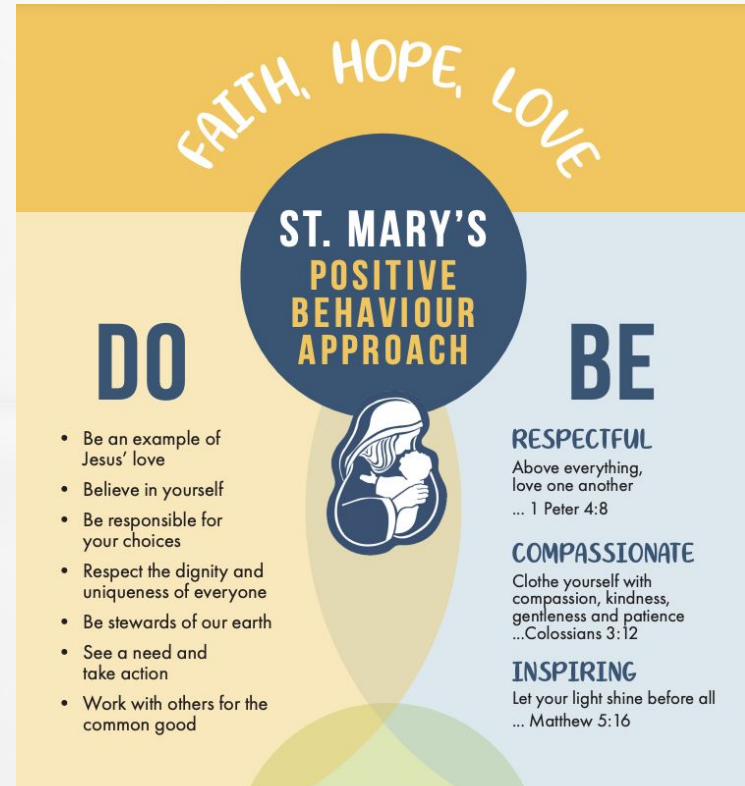


Parent/Volunteer Helper Induction

Our School greatly appreciates the support given to students' learning through the Parent/Volunteer Helpers Program.

At St Mary's we recognise the importance of working in partnership with our families and the community. Through these partnerships students are given the opportunity to deepen their learning and connect to other members of our community.

Without the support of parents and volunteers, many of the programs and opportunities we offer students would not be possible. Thank you for your contribution to the school community and your willingness to help at the school. It is most valued by teachers and children and contributes to the overall education of children at our school.



Aims of the Parent/Volunteer Helpers Program



- Enrich the educational possibilities for the children
- Make the teaching within the school more effective
- Promote the partnership between home, school and community
- Demonstrate that education continues through life
- Give adults the opportunity to use their talents in school while keeping the sole focus on the children and their education
- Enable children to have more time to communicate their ideas and thus develop their understanding.

What Parent/Volunteer Helpers Do

Parent Helpers play a varied role in learning spaces. Some of the tasks Parent Helpers might be asked to do include:

- Attend to Home Reading program;
- Work with small groups of children in the Reading session;
- Read to children;
- Model good speaking and listening skills;
- Help children solve literacy and mathematical problems



Roles

The teacher's role in the classroom is to plan, teach, manage and assess students while fostering a positive atmosphere.

The role of the Parent Helper is to help, assist and support children in their learning.



Teachers will...

- Welcome helpers and introduce them to students and other staff.
- Liaise with parents and arrange a timetable for helpers.
- Plan activities and share instructions with parents to help them support the students.
- Have all resources and a space available for parents to work with students.
- Inform parents when there has been a change to the timetable.

Parents will...

- Arrive 5-10 minutes before their helper block to familiarise themselves with the activities.
- Engage with any students they are supporting.
- Follow all child safety and school expectations outlined in this induction slideshow.
- Inform the teacher if students disclose information or act in a way that concerns them.
- Telephone the school if they cannot come into school when expected or notify the teacher prior.

Other reminders

- To ensure students are not distracted while learning we ask that helpers do not bring younger siblings
- Put your mobile phone on silent and leave the classroom if you need to answer or make a call
- Refrain from conversations with other adults whilst students are working.

At St Mary's School we believe in the 3P's to assist students with their work.

Prompt, Pause and Praise.

Sometimes it feels as if it may be easier or necessary to do the work for the child however it is extremely important to foster independent learners by guiding students to do the activity by themselves.

Working with Children Check

Parents who volunteer to help must have a *Working with Children Check*. Applications can be made online and forms are also available from Post Offices. There is no cost involved in applying for the Working with Children check. More information about the Check is available at the [Working with Children Check website](#). Once you receive your card, it must be presented to the School for verification and displayed any time you are working with our students.



Child Safety

At St Mary's Catholic Primary School, we expect school volunteers to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school.

Responsibilities of parent volunteers include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- notifying the teacher if they have any concerns about the safety of a child
- understanding their individual responsibilities in relation to child safety, and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe by following the school's Child Safety Code of Conduct. (To be signed by parent volunteers)

Child Safety - Supervision

- When working with children it is important that a VIT registered teacher is with you at **all times**.
- The teacher is required to maintain a visual line of sight with you at all times.
- No volunteers will be left unsupervised with children and should avoid any unnecessary physical contact with students. There are times when you will need to touch a student, for example, if they have fallen over and need assistance in standing up

Confidentiality

Confidentiality is extremely important.

Volunteer helpers are reminded that they will see and hear all sorts of things, some of which they may not have known before. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff.

BE

RESPECTFUL

Above everything,
love one another
... 1 Peter 4:8

COMPASSIONATE

Clothe yourself with
compassion, kindness,
gentleness and patience
...Colossians 3:12

INSPIRING

Let your light shine before all
... Matthew 5:16

Confidentiality continued...

Volunteers may also overhear staff discussing a child's academic and/or behaviour progress with the individual student.

All information and comments made in school, remain confidential to the school. It is unprofessional for parent helpers to comment on individual children to others, including the child's parents.



To do Checklist...

- ❑ Read through the induction slides
- ❑ Obtained a current Working with Children check
- ❑ Registered your interest and agreed to the classroom helper terms on Operoo.
- ❑ Sign Parent Code of conduct (see Lisa Galvin)