



# KAROO HELPERS

## POLICY

### 1. Purpose:

1.1 To enhance curriculum programs and enable effective parent/ guardian/ carer involvement in school programs.

### 2. Implementation

In order to maximize participation of parents, guardians, and carers fairness and equity will apply to the selection of helpers for the school year.

- 2.1 Karoo Helpers must have a current Working with Children's Check.
- 2.2 Karoo Helpers are required to read and sign the Karoo Helpers Acceptance form and return to the class teacher. This needs to be completed annually.
- 2.3 Parent training courses/sessions will be provided to allow parents to develop the skills required for working with the students in the classroom setting.
- 2.4 Karoo Helpers in Prep Classrooms will be allowed to have pre -school children as long as the pre-school children behaviour does not interfere with student learning or cause safety issues. This will be at the class teacher's discretion. Parents are expected to tidy up after their pre-school children.
- 2.5 If a toddler, of a helper in a classroom, causes disruption to the class program, poses a safety concern or interferes with student learning in a negative manner the teacher will ask the parent helper to seek alternative means of assisting the school and its programs. Parents are expected to tidy up after their.
- 2.6 Karoo Helpers will be expected to maintain the highest level of confidentiality regarding any information acquired about any of the students whilst helping in the school.
- 2.7 On arrival each day, helpers are asked to report to the office, sign in and collect a Visitors badge to allow the school to have an accurate record of visitors in case of emergency.
- 2.8 If the presence of the helper in the classroom adversely affects the behaviour of their child or other students, the teacher will ask the parent to seek alternative means of assisting the school and its programs.
- 2.9 It is suggested that mobile phones are on silent when assisting in a classroom.

#### **Helpers are expected to:**

- Be supportive of Karoo Primary School by upholding its standards and performing duties according to its policies and philosophies.
- Treat any information acquired about the students as confidential.
- Respect the confidentiality of students and teachers by being careful about what is said in and beyond the school setting.

- Treat our students, their families and staff with dignity and respect.
- Keep students within the sight of the class teacher.
- Be supportive and encouraging to other class teachers.
- Behave in a competent and trustworthy manner.
- Be dependable and consistent in fulfilling obligations.
- Enter and leave the classroom quietly so that the students are not disrupted.
- Take direction from the class teacher.
- Clearly state the duties that are not preferred so that they may be assigned to other volunteers.
- Ask for more information or training if not confident with a particular task or activity.

#### Related Policies

- i) Visitors Policy
- ii) Camps
- iii) Excursions
- iv) Working With Children

Related Form Helper Letter

### **3. Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle