



Karoo Parent/Volunteer Helper Guidelines and Confidentiality Declaration

Parent and volunteer helpers are always welcome at Karoo Primary School. We pride ourselves on our strong relationships between the community, home and school, and involving parent/volunteer helpers fully and actively in the children's learning and in the life of our school.

Purpose

The safety of all students is paramount and the volunteer guidelines and confidentiality declaration have been put in place to protect their wellbeing as well as enhance curriculum programs, enabling effective parent/volunteer involvement in school programs.

Karoo Primary School strongly encourages parent/volunteer helpers to work within classrooms, under the close guidance and direction of the class teacher. Any support offered, as long as it is prearranged with the teacher, is welcomed and valued in helping to support the education of the children in our care. We recognise that parent/volunteer helpers have a wide variety of experiences and skills and anyone interested in becoming a Karoo Helper is strongly encouraged to speak with their child's teacher about the ways in which they could provide support.

To ensure we gain the maximum benefit from this partnership, all Karoo Helpers will need to read and follow:

- Karoo Primary School's Volunteers Policy
- Karoo Primary School's Working With Children Policy
- Karoo Primary School's Child Safety Code of Conduct
- The Parent/Volunteer Guidelines and Confidentiality Agreement set out below.

This information will assist all Karoo Helpers to understand their role and the responsibilities that accompany that role.

Volunteer Guidelines

As per the Working with Children policy, Working With Children Checks (WWCC) are required by:

- any person, volunteer or paid, who engages with students in a school related/approved activity
- parents and volunteers who coach/support sport and PE/events
- parents and volunteers attending school camps and excursions.

Additionally:

- All employees and volunteers, current and prospective, are responsible for undertaking their own WWCC and maintaining its validity.
- All employees and volunteers must ensure that the school office has a photocopy of the WWCC on file before they commence work/volunteering at the school
- Staff will be provided with a list of parents with a valid WWCC check on a termly basis.

Karoo Helpers must follow the processes listed below at all times:

- Sign in at the Front Office before entering the classroom and sign out when you leave the School grounds.
- Do not compare children and their learning.
- Encourage children to be independent. We expect children to try everything themselves before we help them.
- Be aware that you may not always be working with your own child.
- Do not lift, carry, touch or move a child in any way.
- Tell the classroom teacher if a child discusses a matter that concerns you.
- Do not post any comments about the Karoo Primary School or photos of children on social media (Facebook, Instagram, Twitter, Snap Chat, etc.).
- Do not take photos of any children or the classroom environment.
- It is strongly suggested that mobile phones remain in your bag on silent at all times.
- Follow the teacher's instructions and lesson plans at all times.
- Wear appropriate clothing and shoes.
- Do not share food with any of the children.
- Do not administer any medicine to any child at any time.
- Use appropriate language at all times.
- Show respect to all staff, students and parents within the School.

Things to note:

- Karoo Helpers assisting with student reading must attend a face-to-face Parent Reading Information Session beforehand, in order to learn about the strategies our school uses to teach reading.
- It is preferred that Karoo Helpers come alone, however if it isn't possible, they can bring younger aged children with them, so long as their behaviour does not interfere with student's learning or cause safety issues.
- Some days/times may not suit individual classroom teachers and teachers will work collaboratively to prearrange mutually suitable times with Karoo Helpers to assist in the classroom/with school events.
- If you are unable to attend on a day and time that you had previously arranged with the teacher, please let them know as soon as you can.

Confidentiality Agreement

When undertaking the various roles or jobs at Karoo Primary School, we ask you to be aware of the following guidelines regarding confidentiality:

- All children's classroom work, communication books/ diaries, records, results, behaviour, individual needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom.
- Discussing children with other parents and community members is not permitted at any time. A parent of a child should never be approached after assisting in the classroom.
- Events and serious incidents do occur from time to time in schools. The circumstances of these situations and the actions taken by the school are best explained to the parents and the community by the School Leadership team. If you are concerned by what you see or hear in the school, we appreciate you discussing this with the staff member you are working with and/or the

Assistant Principal/Principal. False or misguided information can seriously affect a school's reputation, and more importantly the incorrect perception of an individual student, and it is important that the School handles incidents in a considered and careful manner. You are not permitted to discuss any events or serious incidents outside the classroom and social media is not be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.

- You may be informed by a student or have access to information about a child's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside of Karoo Primary School. If you feel the information you have received has the potential to place a child at risk you have an obligation to discuss the matter with the teacher and/or Assistant Principal/Principal.

Please return the slip below to the school office

Karoo Parent/Volunteer Helper Guidelines

Confidentiality Declaration

I have carefully read and understood the volunteer guidelines and associated school policies.

By signing this form and ticking the items below, you agree to abide by the following at all times:

- I have read the Karoo Primary School's Volunteers Policy
- I have read the Karoo Primary School's Working With Children Policy
- I have read the Karoo Primary School's Child Safety Code of Conduct
- I have read The Karoo Helper Guidelines and Confidentiality Agreement.
- I have provided the Office with my WWCC

I understand the need for confidentiality when working with children at Karoo Primary School and my responsibilities within my role.

Name of Karoo Parent/Volunteer: _____

Signature: _____

Date: _____

Mobile: _____

Email: _____

Names of children (first/last names) who attend Karoo Primary School:
