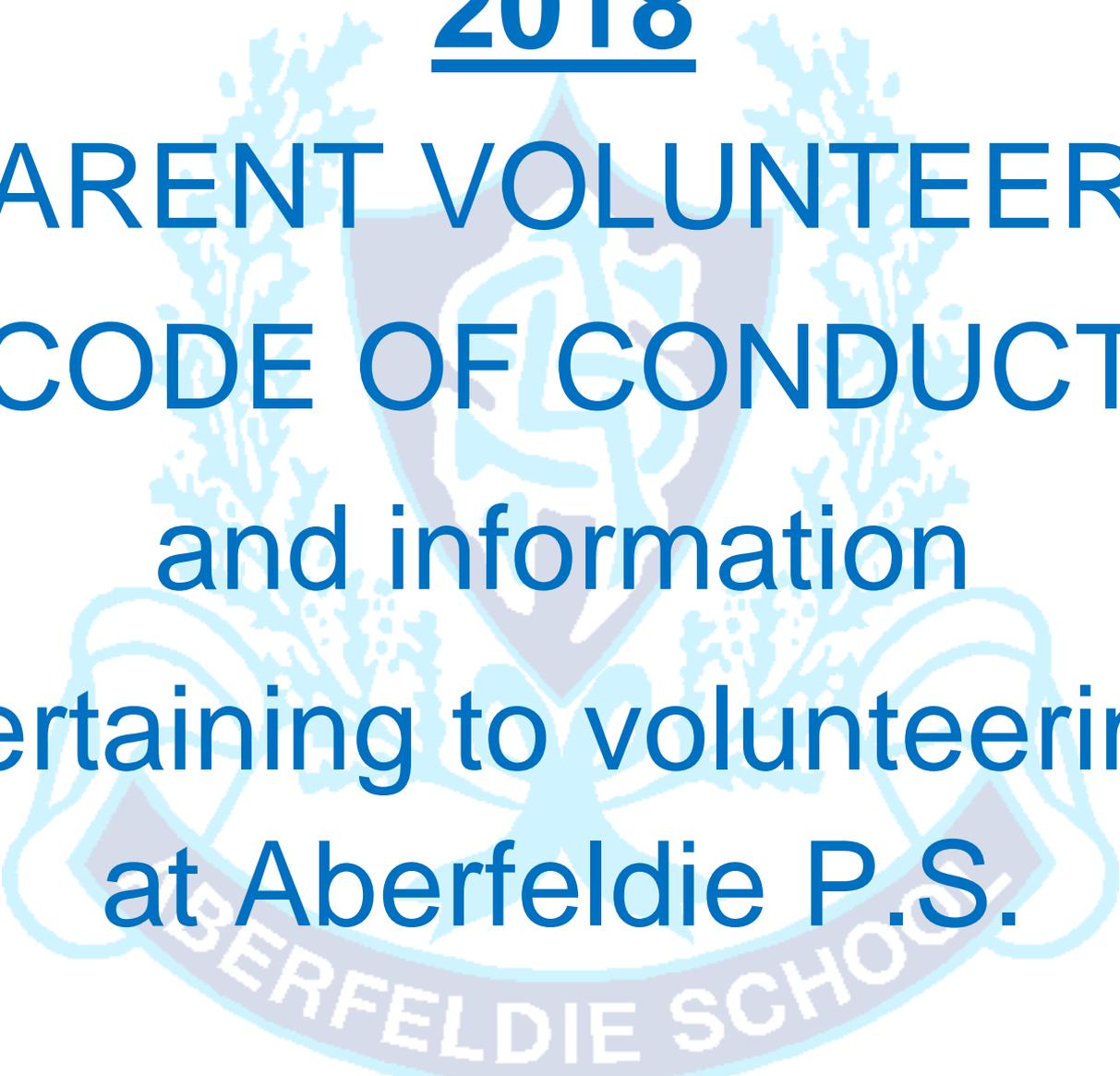


2018

**PARENT VOLUNTEERS
CODE OF CONDUCT
and information
pertaining to volunteering
at Aberfeldie P.S.**

A large, light blue watermark of the Aberfeldie School crest is centered in the background. The crest features a shield with a cross, flanked by two figures, and a banner at the bottom that reads "ABERFELDIE SCHOOL".

Parent Volunteers:

- Enable the teacher to provide a wider range of activities.
- Enable the teacher to ensure that small groups have adult supervision.
- Work 1:1 with students providing quality learning experiences.
- Share their expertise to enrich programs e.g. craft activities.
- Assist in the preparation of work tasks and the setting up of equipment.

The children really benefit from having their parents in the class with them.

Guidelines for Parent Helpers

- The classroom teacher is responsible for the education, control and behaviour management of the children. The parent is a helper, working under his / her direction.
- The classroom teacher is the professional and facilitates the learning. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The school stresses the importance of being professional and it insists that parents do not discuss classroom, events, and/or "children" outside the class or school.
- Because teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, we ask that parent helpers also provide for all the children – confidentiality, support and equal opportunities they would wish for their own child.
- The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is any part of the program that helpers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.

Health and Safety

- To meet a variety of Health and Safety regulations, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the Office.
- Volunteers must first sign in the visitors book and wear a visitor's badge. At the end of the session it is necessary to return it to the Office and to sign out. For your own protection/safety we ask that parents do not enter the classroom unless the class teacher is present.
- We ask that mobile phones are not used while in the classroom.
- Classroom teachers will send out an expression of interest to parents for classroom helpers. Following responses from parents, teachers will timetable volunteers in their classrooms.

Confidential Information

Occasionally at school, you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk, should be mentioned to the Principal. But any conversation with parents outside is a breach of the school's confidence. Even a comment such as, 'your Jimmy reads well,' is not acceptable, as others will wonder why you have not said that to them. It is very important to treat anything you hear or see in school with regard to individual children as being in absolute confidence and entirely a matter within the school.

Similarly, you may find that parents who are friends will ask about the progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child, then they must discuss the matter themselves with the class teacher.

Supervising Children

Whenever you are supervising students, the following points will be of help:-

1. Always treat children with respect and in the same way that you would expect them to treat you.
2. Be friendly towards them.
3. Do not raise your voice. If you speak normally to the children they will have to be quiet in order to hear what you are saying.
4. Tell them exactly what to do in as much detail as possible and ask them to repeat the instructions.
5. Don't be afraid to quietly and calmly correct a child that is misbehaving but never try to physically move the child at any time. If in doubt, speak to the nearest member of staff.
6. Praise the children wherever possible.
7. Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.
8. If you are concerned about a child for any reason, have a word with the class teacher – Do not speak directly to the parents of the child. This is the teacher's job.
9. At school, teachers talk about cuddling, sitting on others' knees etc are for family. Please respect this within the classroom (A cuddle or hug for your own child as you leave is OK).

Child Safe Policy

Rationale:

All Victorian schools are required to have a Child Safe Policy or statement of commitment to child safety that detail:

- the principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment; and
- the actions the school proposes to take to:
- demonstrate its commitment to child safety and monitor the school's adherence to its child safety policy;
- support, encourage and enable school staff, parents, and children to understand, identify, discuss and report child safety matters; and
- support or assist children who disclose child abuse, or are otherwise linked to suspected child abuse.

Aims:

- To provide students with a safe learning environment where they feel physically and emotionally secure.
- To build a safe school environment enhanced by positive behaviours and values.
- To maximise student learning opportunities by fostering a healthy school culture.
- To encourage student engagement, regular attendance and positive learning and social behaviours.

Child Safe Policies and Child Safe Codes of Conduct were introduced late 2016. All schools and many other community environments that work with or have children participate must have a policy and a code of conduct. Any adult who will be assisting or working with children must complete the code of conduct from that work place.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour towards and in the company of children.

Ways you can volunteer at Aberfeldie PS:

- In the classroom
- At sports events
- Excursions/Incursions
- Special days: Cultural or whole school focussed events
- Fundraising activities: canteen, Food theme Days, Mother's & Father's Day Stalls and many more...
- School Council and/or one of their committees
- Working Bees

Related Policies

Child Safe Policy

Visitors Policy

Duty of Care

The above Policies can be found on our Website.

Working with Children's Check Policy is in draft form and is to go to School Council for ratification this term.

Staff and students of Aberfeldie Primary School look forward to working with you.

