



Chelsea Heights Primary School *Together we learn*

Policy No: 84 **COMMUNITY HELPERS**

Written by: Lyn Wright

Date approved by School Council: September 14th 2009.

Reviewed by: Jane Satchwell, Lyn Wright 1/08/2011

Passed by School Council: 8/09/11

PURPOSE:

Parent involvement in the school provides many advantages for students:

- Promote the concept of the home – school partnership in the education of students
- Increase community support and commitment to the school
- Empower parents to establish support and commitment to the school
- Give ownership of school policy, programs and activities to the school community

GUIDELINES:

- All visitors to school must report to the office and sign in before moving around the school. They will be given a numbered visitor's identification badge which must be visible at all times whilst on school premises and returned to the office prior to leaving the school.
- As a participant in the educational process, and in accordance with privacy laws, there is a requirement of complete confidentiality by all associated with the school in regard to student progress, student development, staff information and any other knowledge concerning other members of the school community
- Community members assisting the school, and in matters outside the school, will be trained in the program or activity they are to be part of allowing for confident, interactive participation
- Community members may participate in a range of activities
 - tutor small groups under teacher supervision
 - act as classroom or teachers' aide
 - assist in library, art, music or sport
 - participate in of the school's sub committees e.g. Parent Club, School Council
- A 'Working with children' card may be required depending upon the nature of the assistance being offered for example camps and/or excursions
- Community helpers will be required to sign a confidentiality agreement.

EVALUATION:

- Increased involvement in programs throughout the school
- Annual review of parent opinion and staff opinion of the school

Related Policies:

Policy #

Community Helpers Confidentiality Agreement

I _____

have read the Community Helpers Policy.

I understand through my participation in school activities I may be privy to or acquire information concerning students, staff or community members.

I agree to the request for strict confidentiality at all times with regard to my knowledge of information acquired during participation or assistance at school activities, programs or functions.

I understand that a breach of this confidentiality will be view seriously and I may be asked to withdraw my assistance for a failure to maintain this standard.

Signed: _____

Date: _____