

# **Epping Heights Public School**

## **Parent and Community Helper Expectations Policy**

Developed March 2008  
Revised August 2010

### **Rationale**

Parents and community members are welcome at Epping Heights PS. There are numerous roles that non-school based personnel can be involved in to support the school in its core business of improving learning outcomes for students.

Privacy legislation requires all persons who are involved in situations where sensitive and confidential information is used, to be aware of their responsibilities.

As helpers in the school, there may be times when private and confidential information is open to observation and perusal. It may be that parents are required to record information relating to students' progress for example. In this situation, a helper would have access to scores or marks of numerous students. It would be totally inappropriate for this information to be used in any way other than for the purposes determined by the teacher.

Information gained from your experiences at this school must not be shared with any other person(s).

### **Organisational Procedures**

1. All visitors must sign in at the office before and after attending a classroom as a helper. A "Visitor" badge must be worn at all times.
2. Activities in which the helper is involved must take place under the direct supervision of the teacher. All matters or concerns regarding the behaviour of a student and associated discipline issues must be reported to and dealt with by the student's teacher.
3. All information that helpers are privy to as a result of being in a classroom and the wider school, must be kept in the strictest confidence. If confidentiality issues are compromised, the support provided by the volunteer helper(s) will need to be reviewed as there may well be legal implications arising from such a breach. Privacy legislation and confidentiality in the school setting are very serious matters that cannot be stressed too often.
4. All helpers must refer questions regarding a student's progress to the child's teacher.
5. If you are unable to attend at your negotiated time please let the classroom teacher know either by phone or a note via your child.
6. Please assist the school by reading and then signing the attached Prohibited Employment Declaration. All workers, voluntary or paid who deal directly with children in NSW have to complete the declaration.

Please understand that this declaration is a mandatory requirement of the Department of Education and Training in order for them to meet their obligations under NSW law. It in no way reflects upon you as an individual or the value we at Epping Heights PS place on your contribution to the learning of our students.

Thank you for volunteering to support the school in this way. Your support and enthusiasm will make a difference to the students with whom you work. Teaching is very rewarding and I hope you find the role you play in supporting students satisfying and rewarding too.

Julie Hanley  
Principal