

## Rationale

We encourage and greatly appreciate the classroom helpers who assist with the enhancement of the College's programs. In order for volunteers to help in the classroom they must comply with the College's expectations, practices and policies.

## Aims

To enhance the educational programs at the College, to build the partnerships between College and home, to provide opportunities for classroom helpers to become active participants in their children's education and provide support in the classroom.

## Implementation

### 1. Classroom Helpers

- 1.1. Expressions of interest for classroom helpers will be regularly sent to parents/guardians.
- 1.2. The College will conduct a Classroom Helper Induction to skill and recruit Classroom Helpers.
- 1.3. All Classroom Helpers will all be briefed by the teacher in charge as to their roles and responsibilities.

### 2. Requirements

- 2.1. Prior to helping in the classroom, all Classroom Helpers must;
  - a) sign and return a Classroom Helper and Confidentiality Agreement to confirm both understanding and compliance with the terms and conditions set out in the Agreement when working with children in the classroom setting.
  - b) successfully complete an appropriate Classroom Helper Induction which includes a site induction.
  - c) read and become aware of this policy
  - d) hold a current Working with Children Check that nominates Hazel Glen College as their volunteer organisation that they are associated with. This will be attached to the parent's signed 'Classroom Helper and Confidentiality Agreement' and held in the office.
- 2.2. All Classroom Helpers are required to sign in and out of the College and wear Classroom Helper identification. Parent Helpers will work in the classroom at all times under the supervision of the classroom teacher.
- 2.3. A Classroom Helper register will be maintained by the College.
- 2.4. In the event of a change of plans, both classroom teacher and classroom helper will need to notify each other in advance, wherever possible.

### 3. Feedback and Review

- 3.1. Classroom Helpers will receive feedback and reinforcement from the classroom teacher.
- 3.2. Concerns relating to Classroom Helpers should be directed to the principal.

3.3. Classroom Helpers who do not meet the Colleges expectations will be required to relinquish their role.

3.4. This policy is to be read in conjunction with the Information Privacy Act (2000)

### Related Policies / Documents

Information Privacy Act 2000

Confidentiality Agreement

Child Safety Policy

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/whats+new/>

### Evaluation

This policy was created in term 2 of 2014

This policy was reviewed in term 3 of 2017

This policy will be reviewed as part of the College's annual review cycle