



# Parent Helper and Volunteer Worker Confidentiality

## Policy

Policy review team members:  
Brett Bell, Bev Harvey, Richard Barren, Whole Staff 2015 Education Committee

This policy was last ratified by School Council on 2/5/2016

### Rationale:

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds. At Mt Eliza Primary School we greatly appreciate parents and the community who assist and support our school programs.

### Aims:

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

### Implementation:

#### 1. STATEMENT OF AREA

Mt Eliza Primary School invites, welcomes and values parent/volunteer participation and support for school programs. Programs may be classroom based, e.g. parent helpers or beyond e.g. excursions, camps, sports teams, arts exhibitions, canteen, kitchen garden program, etc.

"A volunteer school worker is a person who without payment or reward voluntarily engages in school work". (*School Policy and Advisory Guide – School Community – Volunteer Checks*).

Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005 (the Act). [www.austlii.edu.au/au/legis/vic/consol\\_act/](http://www.austlii.edu.au/au/legis/vic/consol_act/). Refer to the Mt Eliza Primary School Working with Children Policy, (see 'School Programs Other Than Camps' over page).

#### 2. ORGANISATION WITHIN THE SCHOOL

Parent helpers/staff support/volunteer workers are expected to assist the programs within the following guidelines:

- Parent helpers/staff support/volunteer workers are expected to act with impartiality towards all children. Positive interactions are an expectation. Any discipline problems must be referred to the teacher.
- Parent helpers/staff support/volunteer workers will be under the direction of the teacher responsible for the class or group of children.
- Parent helpers/staff support/volunteer workers are in a position of trust and should not discuss with any other parent, children, friend or neighbour any personal information about students, staff or other parent helpers/staff support/volunteer workers learnt whilst involved in school programs.

Volunteers and work experience students are covered by the Department's WorkSafe Insurance Policy.

### **3. SPECIAL FEATURES**

#### School Camps :

- Volunteers will need to have a current *Working with Children Check* prior to the camp
- Parent helpers/staff support/volunteers for school camps are selected by the teachers involved after giving consideration to the following:
  - Expression of interest
  - Skills/experience/interests/qualifications offered
  - Gender balance (if applicable)
  - Willingness to supervise/assist with groups and activities that do not necessarily include their own child
  - Providing opportunities for as many parents as possible during the Years 3-6 programs.

#### Special Needs Students

- Students who require a carer and who meet the requirements for the Program for Students with Disabilities will have the carer funded through this program.
- Students who require a carer and who do not qualify for the PSD program may need to have the carer funded by their parents
- Carer participation in school camps will also be dependent on the availability of accommodation

#### School Programs Other Than Camps:

Parent helpers/staff support/volunteer workers assisting in school programs other than school camps are expected to sign the *Parent Code of Conduct* below. Parents assisting with school programs must have a current *Working with Children Check*, unless they are working with their own child's class.

### **4. PARENT CODE OF CONDUCT**

#### **Principles**

*Mt Eliza Primary School's Parent Code of Conduct is developed to promote a supportive environment where effective communication is the key to support children at school and to promote a sense of belonging and pride within our school community.* This is formed on the following principles:

- All individuals are valued and treated with respect
- Workplace participants have a right to work in a secure environment, without intimidation, bullying or harassment
- Parents/guardians have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged
- Teachers have a right to expect that they will be able to teach in an orderly and co-operative environment
- Parents/guardians have an obligation to support the school in its efforts to maintain a positive teaching and learning environment
- Principals and staff have an obligation to fairly, reasonable and consistently, implement the Code of Conduct.

#### **School Values**

The way we treat and interact with all members of our school community is based on the Mt Eliza Primary School values of respect, responsibility, resilience and connectedness. These values are central to our school and how we operate. The behaviour that acts out our values is a norm. This means parents demonstrate these values through the norms. These are the norms that match our values:

Respect	<ul style="list-style-type: none"><li>• Valuing all staff, students, parents and community members</li><li>• Being courteous</li><li>• Listening to other people's ideas</li></ul>
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Connectedness	<ul style="list-style-type: none"> <li>• Working with the school and community members</li> <li>• Participating in school events e.g. sporting and social</li> <li>• Respect between all members of our school community</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>• Being optimistic</li> <li>• Managing emotions so concerns can be shared in a respectful manner</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>• Being accountable for one's own actions</li> <li>• Resolving difficulties in a constructive and peaceful way</li> <li>• Taking care of the environment</li> <li>• To support the school to maintain a positive teaching and learning environment</li> <li>• To be aware of school policies, the strategic plan and the school goals</li> </ul>
Challenge	<ul style="list-style-type: none"> <li>• Accepting that mistakes are an important part of the learning process</li> <li>• Success builds confidence and is achieved through tackling challenges</li> <li>• Activities need to be not too easy and not too hard for success to be achieved</li> </ul>

**Evaluation:**

This policy will be reviewed as part of MEPS two year cycle~ November 2017



**MT ELIZA PRIMARY SCHOOL**

**PARENT HELPER AND VOLUNTEER WORKER AGREEMENT**

I have read and agree to comply with the guidelines contained in the Mt Eliza Primary School Parent Helper and Volunteer Worker Confidentiality Policy.

I have a current Working With Children Check.....Yes / No Card Number .....

I have provided a copy of my Working With Children Check to Mt Eliza Primary School .....Yes / No

Name: ..... Parent / Other (please circle)

**Note:** If 'Other' is circled, please specify relationship to student:.....

Child's name:.....Grade:.....

Child's name:..... Grade.....

Child's name:..... Grade:.....

Child's name:..... Grade:.....

**Signature:** ..... **Date:** .....

Mt Eliza Primary School must have received the signed Parent Helper and Volunteer Worker Agreement form and copy of Working With Children Check prior to commencing any voluntary work within the school or classroom.

