

## Refresher and 2016 commitment to complying with EEPS Parent Helper Guidelines and Protocols

Helping is a rewarding experience for parents and children. Parents are encouraged to help at EEPS under the supervision of the individual class teachers. You play a valuable role in the classroom extending the children's experiences and access to adult assistance. We appreciate the personal involvement your participation gives all the children.

### Guidelines for Parent Helpers

The classroom teacher is responsible for the education, control and behaviour management of the children. As a helper you are working under their direction.

### Health and Safety

For emergency management, it is very important that we know exactly who is on the school premises and where they are. *We therefore ask for you to sign in at the office each time you help.*

### Confidential Information

You may become aware of information about children, which is confidential or private to the child or their family. It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

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 directed to the Principal.

Note that any conversation, concerning any of the children – their learning or their family situation, with parents outside is a breach of the school's confidence. Even a comment such as 'your Eric reads well,' is not acceptable as others may wonder why you have not said that to them.

Similarly, parents who are friends may ask about the progress or behaviour of their children in class. This also is a matter of tact and it is very important that you suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

We hope that you enjoy your time as a Parent Helper. If there is anything we can do to assist you in this important role please don't hesitate to speak to the Class Teacher.

### Protocols for parent helpers

Please ensure you;

- Sign in at the Office
- Attend a parent helper induction meeting
- Always model our school values of Respect, Learning, Teamwork, Enjoyment and Environment
- Encourage all children to demonstrate the school values, for example listening to teachers instructions and respecting the learning of others
- Treat all children equally, do not allow children to sit on you
- Turn mobile phones to silent. If you need to take a call please go outside
- Ensure pre-schoolers are quietly occupied
- Relay instructions simply, instruct the children in what you want the children to do rather than what not to do  
For example: "Please walk." rather than "Don't run"
- Praise the children and give genuine positive feedback.
- Are aware you may be working with children other than your own
- Maintain confidentiality

A Working with Children check is required for swimming, excursions and camps.

I, \_\_\_\_\_, hereby agree to continue to  
Insert name  
**comply with the guidelines and protocols as a helper  
at Eltham East Primary School in 2016.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date