

<p style="text-align: center;">Jells Park Primary School COMMUNITY HELPER POLICY</p>
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Purpose

Through our commitment to making strong links with the community Jells Park Primary School highly values the partnership between all stakeholders, in particular the benefits of positive links between students, parents/care givers and the school. Parental involvement in school activities strengthens the relationships between home and school and can enhance school programs by assisting in the provision of a broad range of learning experiences for all students.

Guidelines

- All community members who assist in any way in the school or on camps, sporting activities and excursions must have a current 'Working With Children' card, with a copy of the card lodged at the School Office.
- All community members willing to assist on excursions will be given a copy of the Community Helpers Guidelines Booklet.
- Community members wishing to assist in the classroom will be required to attend the appropriate training, which will be implemented by nominated teachers.
- Community members wishing to assist with PMP should attend an information session with the nominated teacher about safety issues.
- Toddlers and young children are not permitted in classrooms during class working sessions unless arrangements have been made with the class teacher beforehand.
- Community members must meet any particular requirements as designated from time to time by DET.

Implementation

1. Community members are expected to sign the appropriate register at the School Office and wear a Community Helper name-tag for the duration.
2. Teachers are to request community help, where required, on the excursion or camp notice.
3. When helpers have been selected, they are to be given at least one week's notice in advance, where possible.
4. Community Helpers will not always assist with their own children.
5. If a Class Parent Contact List is to be provided, permission must be gained from all parents on the list.
6. Camp Helpers will be requested by class teachers and selection will be made based on their skills and/or other relevant factors.
7. A list of proposed Camp Helpers and emergencies will be given to School Council for approval prior to the proposed camp.
8. School Council approval for Camp Helpers must be gained before parents are notified, where possible.

Evaluation

This policy will be reviewed as part of Jells Park Primary School's four-yearly review cycle, or earlier, if required.