



Code of Conduct for Parent Helpers and Volunteers

Parents and community members are welcome at Middle Harbour PS. Parent helpers and volunteers enter into a partnership with the school that is based on shared responsibility and mutual respect.

The role of parent helpers and volunteers is to support student learning as directed by the classroom teacher. This may involve support in the classroom, in the school or facilitating communication between home and school.

How to become a volunteer

- Read the Parent Helper and Volunteer Policy.
- Complete the WWCC Declaration for Volunteers and Non Child-Related Contractors form.
- Bring the completed form & one government-issued photo identity document with full name, date of birth and current residential address and, if relevant, one change of name document to the front office
- Be aware that you may not always be working with your own child.

Expectations for Parent Contact email groups

- Always use the bcc function to send emails
- Let the classroom teacher know if there is a matter that concerns you.
- Direct any emails that relate to issues or concerns about the school, staff or other students to the office: middleharb-p.school@det.nsw.edu.au Subject: ATTENTION Principal

Expectations for volunteers and parent helpers in the classroom

- Avoid comparing children and their work.
- Please be respectful of all students' privacy related to their class work.
- Give all children equal time and attention where possible.
- Encourage children to be independent - we expect children to try everything themselves before we help them.
- Let the classroom teacher know if a child discusses a matter that concerns you.
- Be aware that some days/times may not suit individual classroom teachers.

Confidentiality – Your obligations and responsibilities

- Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.
- As schools are mandatory reporters with Family and Community Services any disclosures by students made to parents and volunteers must be reported to the Principal or nominee.
- You may see children struggling with work, becoming upset or misbehaving. You might also hear/see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children with friends, family or a child's parent.
- The class teacher has the responsibility of informing parents of any concerns about a child. If you have concerns or questions, please speak to your child's classroom teacher.

I understand that

Parent or volunteer helpers not fulfilling these requirements may be requested to withdraw from helping at the school.