

## Parent Participation and Confidentiality Policy

### Purpose:

At Melton Primary School we firmly believe that a strong parent/school partnership is essential in ensuring that we provide the very best educational opportunities for the children within our care. Parent support during extra-curricular activities/events is also vital and helps us achieve maximum participation, support, safety and learning.

### Objectives

- To maximise student learning potential through parent assistance in the school's programs.
- To build the school/home bond and to develop a lifelong learning culture.
- To ensure maximum support, safety and learning is achieved.
- That the school meets all requirements under the Working with Children's Act 2005.
- To form a link between school and home-based activities.

### Implementation

Classroom teachers will outline parent participation for particular levels and/or class. Parent participation may be for specific ongoing sessions such as Literacy, Numeracy or Inquiry Studies. It may also involve extra-curricular events such as excursions, camps, sports carnivals or incursions.

In each of the above, the teacher in charge will outline how parent support will be encouraged and implemented. The teacher may use a weekly timetable to designate parent helper days/times.

When assisting as a parent helper:

- Be aware of making judgements
- All children can learn
- Children learn at different rates and have different learning needs
- Show respectful behaviour to staff, students and other parents in line with our school values and code of conduct.

## Working with Children Check

- All parent helpers who work with children are required to obtain a Working With Children Check, as per WWCC Act 2005. This includes parents who assist on excursions, camps, sports days and in the classroom.
- Application forms can be completed online or are available from the post office.
- Once the card has been posted out, please bring that card to the office to be sighted and added to the WWCC records.
- The school will maintain current WWCC records at the office and act as administrator.
- The school must have on record a current and valid copy of a Working with Children's check for all volunteers.

## Retain confidentiality

- The privacy of both parents and children must be respected at all times, therefore it is asked that school matters are not discussed at home.
- Children are easily hurt by apparently harmless remarks from peers or other children.
- Complete the confidentiality statement attached before commencing in the role.

## Retain professionalism

- Parent helpers are strongly encouraged to have mobile phones turned off whilst in the classroom to avoid interruptions to children learning.
- Parent helpers are encouraged to arrive a few minutes early to be briefed by the classroom teacher prior to the commencement of the teaching block or activity.
- Toddlers and babies are welcome to accompany parent helpers at the discretion of the parent and the teacher (remembering that learning should not be interrupted). We encourage parents to trial the arrangements with the support of the classroom teacher.

## Within the classroom and during Extra Curriculum Activities

- Follow the directions/support of the classroom teacher. While support is valued and appreciated, the responsibility for directing the teaching and learning remains with the teacher.
- Demonstrate and model appropriately e.g. listening to the teacher's instructions.
- Ask for assistance when unsure.
- Encourage children to remain on task and work within the appropriate noise level of the grade.
- Encourage children to participate with the school values in mind.
- Support and encourage students by praising their efforts.

### Policy review and approval

Policy last reviewed	15th May 2024
Approved by	Principal and School Council
Next scheduled review date	May 2027

## Parent Confidentiality Statement

As a parent helper in the Melton Primary School community, you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

**Personal Information is any information that identifies an individual; it may be student enrolment information, student health information or parent information. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.**

**What do I need to do as a parent helper?**

- Ensure you have only that personal information required to undertake your role as a parent helper
- Do not disclose any personal information that you may have accessed in your role as a parent helper
- Do not disclose any information regarding the discussion of sensitive issues

**If in doubt about the handling of personal and sensitive information, seek advice from the principal.**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

WWCC Number: EXP: \_\_\_\_\_

At all times the office must have a current, readable copy of your card. Thank you.