



GEORGES RIVER GRAMMAR

Kindergarten to Year 12 School in the Anglican Tradition

Parent Helper Program

Updated January 2018

Responsibility – Deputy Principal

Introduction

Welcome to GRG Parent Help Program. We thank you for your involvement and commitment. We hope that you enjoy working with the children at GRG and that you find it challenging and rewarding.

To assist you with your classroom experience the following information has been compiled to ensure you know your exact roles and responsibilities, as well, provide answers to any enquiries you may have.

Please take the time to read this information as it is designed to assist you and to make your experience at GRG a memorable and rewarding one.

The Parent Help Role

The role of the parent helper is complex and varied. In fact, the role that a GRG parent helper has with respect to the students will change over a given time or will differ from one situation to another. Perhaps it would be helpful to think about the role as being a good instructor, a motivator, supporter, organizer, an extra pair of hands and planner and even a role model to some students.

Basic goals that GRG parent helpers could have:

- Be effective and helpful
- Promote self esteem of students
- Build and develop student skill levels
- Help to develop independent and self reliant learners

To achieve the goals set by classroom teachers:

- Show interest in all students
- Be confident of your knowledge
- Develop good communication skills
- Be able to understand your own limitations

Code of behaviour and expectations of students at GRG

You should familiarize yourself with the expectations of students as set down in the Student Organiser. This will give you a sound understanding of the way in which student behaviour is managed at GRG. You will at all times work under the direction of the classroom teacher and follow the directions given by the teacher. If you have any concerns about what you have been requested to complete then you should raise these with the teacher.

- Please note: Corporal punishment is never accepted as a means of dealing with inappropriate behaviour. Georges River Grammar does not, under any circumstances, sanction the administering of corporal punishment by non- school persons, including parents to enforce discipline at the School.

The parent helper must have the respect of the students. This is something that the students will give initially and that the parent helper must "*earn*" to maintain. Respect is gained by abiding with the above principles and by developing the following:

- Showing patience and support
- Completing the activities set by the teacher
- Being professional and accept responsibility for your actions

Who's who of parent help @ GRG?

Mrs Heinecke
Head of Primary

Ms Elizabeth Errington
Director of Teaching & Learning

Who else can help you at GRG?

Ms Nadine Jones
Deputy Principal

Mrs Tina Carboni
Primary Office Assistant

Your child's teacher

Georges River Grammar:

Main office
Facsimile

9725 7566
9727 3707

Mission Statement

Georges River Grammar is a caring, learning environment that actively strives to provide opportunities for every child to achieve their potential as well as experience success and enjoyment in their spiritual, academic, social and physical endeavours. The School's mission is an expression of its Christian ethos. Our relationship with students, staff, parents and the wider community is governed by the values of community, sacrifice, service and compassion.

Code of behaviour and expectations of parent helpers at GRG

- From time to time you will acquire knowledge from either the teacher or through your work with the children of the abilities, strengths and weaknesses of students in the class. At times, this information will be highly sensitive and your co-operation in ensuring the confidentiality of this information is essential. You must keep the information private and not use or divulge it to any other person.

- Support efforts to remove foul language and harassment of other students. The School does not accept the use of any form of violent behaviour.
- Avoid the use of derogatory language based on gender.
- Courtesy should be shown towards all staff members.
- Visitors should leave the classroom or other venue tidy and rubbish free.
- Activities are generally designed to be fun, to improve student skills and feel good about their efforts.
- Encourage the students to make an effort at all times. Do not do the work for them.
- Cooperate with other parent helpers who may be in the room as well. You are all there for the betterment of all children
- Control your temper.
- Do not ridicule a student for a mistake. Encouragement will prove more valuable.
- All helpers are asked to personally maintain careful standards of behaviour, language and dress in order to assist students to develop and maintain standards acceptable to the School.
- Chewing gum is not permitted during school hours.
- You should discuss with the teacher whether it is appropriate or possible for you to bring a pre-school aged child to the helper sessions. Please understand that another child is generally a distraction in the classroom and that many activities do not afford the luxury of bringing a younger child to the session.
- You should cancel your session if you have a sick child. It is not appropriate at any time to bring a sick child into the classroom with you for parent helper sessions'
- There is no payment for this volunteer work. However, please be aware of the enormous appreciation that the School has for your contribution to the children of the School. This is a fine model of Christian service for the children of GRG to witness.

Scheduling of parent help sessions and communication

- Be punctual to sessions.
- You need to sign into the School at the Main Administration Office before starting your session and collect a parent helper badge to wear while on duty.
- Your visit to the School should be limited in duration to the session at which you are helping. You should return the Parent helper badge to the office at the conclusion of the session.
- Each classroom has a set weekly timetable and therefore your sessions will mostly be at the same time each week. However, some variations to the usual routine can be expected from time to time. As small children cope better with routine, these changes will be kept to a minimum.
- Should the time of your session be changed at short notice, you will be advised by the office staff
- If you cannot attend a scheduled session, it would be appreciated if you could contact the school office as early as possible to allow the teacher time to adjust the program for the class.
- Your parent help session is not a suitable time for extended communications with the classroom teacher or the School leadership. You are asked to make an appointment with the appropriate person for this purpose separately from your parent helper session.

Provide a safe environment

Facilities and equipment must be safe for all involved in the lesson. Adverse weather conditions must also be taken into consideration during lessons. If the teacher asks you to work with the children in an area affected by the weather you will need to use your discretion to bring the children back to the classroom if warranted by the weather conditions.

Congratulating and commiserating with students

Helpers should be careful to limit physical contact with students. If you need to handle/touch/contact/support students to demonstrate a particular technique, it is advisable to inform the student what you intend to do and ask if they agree to that demonstration. At times you may need to tap small children on the shoulder to gain their attention. It is appropriate to congratulate students with a “high five” or similar gesture. Try to avoid hugging or embracing students, however, with the student’s permission you may put an arm around their shoulder at times of stress or emotion.

Students who become or complain of illness

You should advise the teacher of any health issues relating to a student. The teacher will organize for the child to receive first aid from the Administration staff if appropriate. The teacher will send another child to accompany the child going to the office for treatment to ensure they arrive safely.

You must not give any medication to a child in your care. All medications are dispensed by the Administration staff according to the directions sent in by the parent or health professional.

In the event of injury or accident.

In the case of an injury or accident occurring during lessons use your professional judgment to evaluate its extent.

- Ensure that appropriate medical assistance is available if required.
- Ensure that nothing is done which could aggravate the injury.
- Never leave the child unattended until professional help arrives.
- Report any injury or accident to the teacher immediately and complete an accident report form at the earliest possible moment.
- If you see a child hurt or injured in the playground, do not move them but send a bystander to the Administration Office for assistance.

In the event of injury or accident to yourself

If you sustain an injury at school or an illness that you think is related to the school environment, you must as soon as possible after the event:

- Notify the Operations Manager, who will contact the insurer to obtain a claim number for you.
- See a doctor as soon as possible and obtain a WorkCover medical certificate. This is a vital part of the workers compensation procedure. Forward the WorkCover medical certificate to the school’s Return to Work Coordinator or the Administration Office.
- Inform the Head of Primary.

Safe and proper equipment should be provided

Existing codes and standards for equipment should be met and all equipment should be kept in good order. It should always be adequately repaired so that it is safe to use at all times. All equipment that is used for your sessions must be returned to the appropriate storeroom before you leave

Activities must be closely supervised

Adequate supervision is necessary to ensure the environment is as safe as possible. Each activity will have its own specific requirements in this regard. During lessons, students must be closely supervised by the helper. If a student should misbehave or at any stage be rude, the incident should be immediately reported to the teacher.

Risk Assessments

The teacher is responsible for completing a risk assessment tailored specifically for each activity and venue. You are welcome to request information about this if you need clarification of any precautions necessary for the designed activity.

Critical Incident Management

Each helper should be given a Critical Incident Management Card at the beginning of the school year and is asked to keep the card in a safe and accessible place. The card outlines the procedures to follow in the event of a Critical Incident and displays emergency contact numbers.

Mobile phones and technology

Helpers should not use mobile phones for personal use while helping. Communicating with students in your care via mobile or social networking sites could be in contravention of the Child Protection legislation and should be avoided. Using your mobile phone to contact the school during an emergency is appropriate.

Child Protection

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, your check will be valid for five years, however it will be continuously monitored for any new relevant offences or workplace records to ensure that the check remains current. There is no fee required for the check if you are applying as a volunteer.

You can apply online for your WWCC clearance at: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Volunteers who have obtained a WWCC clearance online must provide the relevant documentation to the Principal's Assistant before commencing their duties as a School Help