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Parent Helpers Training Session 2024

Mon 29th April
10am –
Science Room



Why be a Parent Volunteer?

Types of volunteers

Requirements -Child Safe Standards Training

Volunteers Training

Code of Conduct

Why be a Parent Helper?

Research has shown that parents who take an active role in their child's school life increase their child's ability to learn and have a positive effect on academic achievement. At Glen Huntly Primary we encourage parents to actively support student learning by becoming involved in a range of school and classroom activities and greatly appreciate the parents and community members who assist and support our programs.



Programs and activities may include:

- * Listening to students read
- * Supporting class activities such as cooking, arts and crafts etc
- * Attending excursions
- * Providing administrative support, such as laminating teaching aids and covering library books
- * Supporting fundraising activities
- * Participating in school activities such as Book Week, open mornings, classroom celebrations
- * Joining the GPA and/or School Council

Classroom Helpers and Volunteers

When parents/carers assist with school programs they are classed as volunteers working at the school. Any person whose duties usually involve or are likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005.

A duty of care applies while students are under the care of the school. This duty applies equally to school based activities and out of school activities. The same duty of care applies to employees and volunteers who assist at the school.

Classroom helpers/staff support/volunteer workers are expected to assist the programs within the following guidelines:

- Treat all students in a positive, impartial and fair manner
- Work under the direction of the teacher who is responsible for the class or group of children
- Refer any behaviour management issues to the classroom teacher, as he/she will then determine what course of action is to be followed
- Operate within professional standards and confidentiality. Classroom helpers are in a position of trust and should not discuss with other parents, adults or children any personal information about students, staff or other classroom helpers learnt whilst involved in school programs.
- Obtain a Working with Children check for volunteers, as they are considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005.

Code of Conduct



At Glen Huntly Primary School, we have high expectations of our Parent Community. We expect all parents will:

- Promote a positive attitude towards learning
- Encourage their child to demonstrate positive behaviours and appropriate conflict resolution strategies – e.g. informing the teacher if there is a problem
- Support school decisions regarding behaviour management
- Ensure all interactions are respectful and appropriate language is used at all times within the school grounds
- Contact the school if they have a question or are unsure of something

The following guidelines are provided to support classroom helpers and volunteers.

Language	<ul style="list-style-type: none">❖ Use encouraging/positive words.❖ Adopt a pleasant tone of voice.❖ Use warm, open body language.
Relationships	<ul style="list-style-type: none">❖ Set a good example. For example, look at and listen to the teacher when he/she speaks.❖ Give students opportunities for decision making by offering limited and appropriate choices. For example, "Which book would you like to read?"
Physical Contact	<ul style="list-style-type: none">❖ Accept child-initiated contact where appropriate. For example, a child who high-fives you every time they see you.❖ Redirect child-initiated contact where that contact is inappropriate. For example, a student who wants to cling on to your leg as you walk around the classroom.❖ Reinforce <i>Hugs are for Home.</i>❖ Discuss any concerns about appropriate contact with the class teacher.
Dress Code	<ul style="list-style-type: none">❖ Wear appropriate clothing for anticipated role and activities. When in doubt about a situation ask, the class teacher, Collaborative Team Leaders or Assistant Principal.

Reading Helpers



Beginning to Read

When a child is beginning to read and has difficulty reading a word, research recognises the following strategies as the best way to support our students:

1. PAUSE
2. PROMPT
3. PRAISE

Pause



- *Pause for around 3-5 seconds – this is important because children can often work it out given the time.
- * They read more slowly than we do and need time to think /process
- * If we jump in too quickly, not only do we make them reliant on us to help them but we take away their confidence

Prompt



The first prompt should be a phonic prompt:

"What's the first sound in that word?"

If they still can't get it, sound the word for them with a slight pause between each sound (eg: f..r..o..g).

Encourage the child to sound out and then blend all through the word.

You could also identify the first sound and encourage them to sound out the rest of the word. If they still have difficulty, tell them the word – and move on.

Praise

The background of the slide is a vibrant blue, decorated with numerous small, light blue stars and white, teardrop-shaped sparkles that radiate from the center. Four hands are depicted in various celebratory gestures: two thumbs-up (one in a yellow sleeve, one in a red sleeve) and two clapping hands (one in a green sleeve, one in a grey sleeve with a pink cuff). The overall mood is one of joy and achievement.

This is an important part of reading and you should give specific praise when they have corrected an error or read the word correctly after a prompt.

Praise should be specific:

"You worked that out by yourself"
or "you worked that out with only
a little bit of help."

Emergency Procedures

Emergency Procedures The School is committed to ensuring the safety, health and wellbeing of its staff, students, parents, volunteers and visitors. The School has Emergency and Security Management systems in place. As a volunteers / parent helper it is your responsibility to familiarise yourself with the School's Emergency procedures. Summary of Emergency Procedures and Evacuation Plans are located within buildings throughout the School.

Emergency Management Plan Evacuation

In the event when the school needs to be evacuated the following procedure needed to be followed:

- * A siren will sound or continual blows of a whistle.
- * Instruct students to line up in pairs.
- * Close doors, do not lock them.
- * Lead students out of the classroom following the direction outlined on the Evacuation Map.
- * Once at the assembly point, take attendance and wait for further instructions from the Wardens

Child Safe Standards Volunteer Training

Please ensure you have viewed this presentation before volunteering at GHPS

Child Safe Standards Volunteer Training

In this presentation

Overview of the Child Safe Standards

- Definitions: child safety and child abuse
- Why child safety is so important
- Victoria's Child Safe Standards

Volunteer responsibilities to keep students safe and our school's child safety policies and procedures

- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Responding to incidents, disclosures and suspicions of child abuse
- Information sharing obligations for volunteers
- Record keeping

PROTECT
Protecting children & young people
from abuse is our responsibility



GHPS Child Safety Standards – Relevant Policy

[Child Safe Standards Volunteer Policy](#)

Standard 6 – Suitable Staff and Volunteers



Frequently Asked Questions



What name do the children use when addressing parent helpers in the classroom?

- It depends, some parents like to be called by their first name (Mary, Peter,..) while others prefer to be addressed using their formal name (Mrs Brown, Mr White.). The class teacher will normally discuss this with you. Whichever name is chosen, the most important factor is that the children speak to you with respect.

Where can I apply for a Working With Children Check, and how much does it cost?

- Applications for a working with children's check can be made at the local post office or online at <http://www.workingwithchildren.vic.gov.au>. Applicants need to supply a passport photo with their application. There is no cost for a **Working With Children Check** for volunteers. Although it may take several weeks for a Working With Children check to be processed, **parents are able to be parent helpers once they have a receipt for their Working With Children check.**

What do I need to do when I arrive at school as a classroom helper/volunteer?

- All visitors to GHPS are asked to sign in at the office.. Please sign out again when you leave school.

Can I bring my toddler / baby with me when I help out in my child's class?

- We ask that classroom helpers /volunteers make alternative arrangements for their toddlers and babies so that our students can have your full attention and support. This will allow you and our students to maximise on their learning without distractions.

Frequently Asked Questions



What is the usual time commitment for classroom helpers/volunteers in the classroom?

- Individual class teachers and parent helpers jointly organise the time and type of support that best suits both parties. Parent helpers who listen to students read usually come weekly for an hour, but this can vary depending on your availability and the class program. The School appreciates any assistance classroom helpers and volunteers are able to provide.

What do I do if I'm unable to make it to my weekly time?

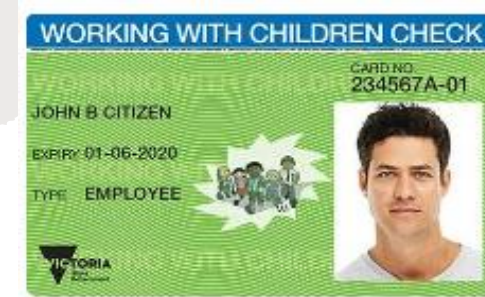
- Class teachers appreciate it if you can let them know if you won't be available. Either jot a brief note and send it in with your child or phone the school office and leave a message. Teachers understand that there are many times when your routine will change.

I noticed that my friend's child is having a lot of trouble in reading. Should I talk to my friend about this?

- As a classroom helper in the classroom you will see the various strengths and areas of need of all the students in the class. It is important that you respect each child's ability and confidentiality and if you have any concerns talk to the class teacher about them.

Next Steps

- Complete requirements for Parent Helpers at GHPS – CSS Volunteer Training [Child Safe Volunteer Training](#)
- Classroom teachers will identify what type of helpers they require in their cohort and put out an expression of interest
- Let the teacher know of your availability
- When coming in to volunteer, please sign in at the office and show your WWC (Working with Children Check) and sign in at the main office Compass kiosk. Please communicate that you have completed the above training and read the relevant Child Safe Standards Policy



Thank you!

We appreciate your ongoing support at GHPS and thank you for attending our session this morning.

