

# VOLUNTEER/PARENT HELPER POLICY

## North Dandalup Primary School



Volunteers and parent helpers make a considerable contribution to the school community by giving their time and sharing their skills and expertise with others. At North Dandalup Primary School we welcome the involvement of parents and community members within the school.

We respectfully ask the following of all parent helpers and volunteers who work with our students.

- All volunteers and parent helpers are required to sign in and sign out in the school office. This allows for proper accounting in the event of an emergency.
- We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should remind them of the appropriate behaviour and if they persist, seek help from the supervising teacher.
- Support us to encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- Dress appropriately for being in school and refrain from using telephone and/or devices when working with our children.
- Please respect the privacy of staff, children and parents by maintaining confidentiality at all times. This means not sharing anything you have seen or heard in the classroom with others within the school or community.
- Everyone who works in our school has the responsibility to make sure that all our children feel safe and supported. If you are worried about the safety or welfare of any child in the school, please report this to the supervising teacher or the principal and keep this concern confidential.

We would like to sincerely thank you for giving your time to support our students.

PALS (Parents who liaise, assist liaise and support)

**This is a joint initiative of the School Board and P&C Association.**

The purpose of having liaison parents

- Provide a friendly face, a point of contact
- Be visible and be available
- Continue to provide a welcoming atmosphere for new families
- Be able to answer questions about the school and programs or direct to appropriate person on staff
- Send a text or make a phone call prior to start date for new families
- Liaison person to be on school grounds and meet new families on the first day or their first day
- Provide introductions to parents whose children are in the same class / similar age
- Take new families on a tour of the school
- Provide social opportunities
- Set up canteen for a morning or afternoon cuppa
- New parents to receive an invitational text to (new) events with helpful hints and details about the event
- Liaison parent to be available to accompany new families to events if necessary
- If not directly accompanying, be at the event to welcome and chat to parents
- School link person – Marion Drysdale
- 4 Parent volunteers
- Meeting with Principal and Marion Drysdale once a term
- Have a rostered day on for parent PALs so that families know who is there to help and when
- Mobile numbers in enrolment package and school handbook
- Put contact information in newsletters.