

Classroom Helpers Policy

Rationale

Kingswood creates a positive difference for each student by providing an engaging, innovative and caring learning environment. Kingswood values and respects the important and responsible role the community has in the success and long-term viability of the school and encourages approved classroom helpers to assist in the classroom.

Aims

- To enhance the educational programs at the school, build the partnerships between home and school and to provide opportunities for community members to become active participants in school based activities and events.

Implementation

- This policy applies to all classroom and school based activities. These activities include, but are not limited to:
 - assisting the teacher in the classroom
 - assisting in the garden, kitchen or canteen
 - attending excursions
 - attending swimming lessons
 - assisting with any other activity that involves interactions with students, either directly or indirectly.
- Classroom helpers may be parents, guardians, other adult family members of students enrolled in the school or local community members.
- Our school actively encourages and values the involvement of community members in classrooms and school based activities.
- The school provides a mandatory formal 'Classroom Helpers' program to skill and recruit helpers. Sessions last about 45 minutes and are run several times throughout the school year. Advertisements are posted on Compass and published in the school newsletter. All classroom helpers must attend a Classroom Helpers session at least once every three years.
- The school office will maintain a record of attendees at the Classroom Helpers Program.
- Classroom helpers must complete a Working with Children Check (WWCC) and present their WWCC card to the office staff prior to their first classroom helper session. It is the responsibility of each classroom helper to ensure the school has a copy of a valid Working with Children Check card (WWCC).
- All classroom helpers are required to sign into the school, using the Compass Kiosk, and wear an identifying name badge/lanyard. If a classroom helper is assisting with an excursion or other offsite activity/event, they are required to type 'EX' after their name. This will advise office staff that the individual is offsite, should there be an evacuation or lock down.
- Helpers may not necessarily have their own children in their groups.

Classroom Helpers Policy

- Under the Summary Offences Act 1966 (Vic) and subsequent amendments, the principal reserves the right, and has the authority to prohibit any classroom helper from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- Classroom helpers are not permitted to take any photographs or videos of students engaging in school based activities, unless explicitly instructed to do so by the teacher in charge. In this case, classroom helpers should use a school device and not their own. Any classroom helper who shares or distributes photographs or videos of students engaging in school based activities will be required to refresh their classroom helper training, regardless of the time validity.
- Between September and April, classroom helpers are required to wear a wide-brimmed hat in line with the school's SunSmart Policy.

References

- [SunSmart Policy](#)
- [Working with Children Check Policy](#)

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Review

Version	Edited By / Comments	Next Review
June 2017	Curriculum Sub Committee	September 2020