



PARENT HELPER POLICY

Best Practise – Quality Area 6

PURPOSE

The Parent Helper Program enables parents/guardian/carer to participate as valued members of our community however, they must comply with the Stables Kindergarten's expectations and practices.

The aim of this policy to is enhance the program and build partnerships between the kindergarten and home by providing opportunities for parent/guardian/carer to develop their skills and become active participants in their children's learning.

It is an expectation that Helpers will

- have a valid Working with Children Check prior to commencing
- receive direction and feedback from the educators
- will not discuss another child's progress with anyone. All information and observations gained within the playroom should be considered confidential. They will respect the privacy of the children and families. (Privacy Act)
- direct all behaviour management concerns directly to the teacher
- consider siblings welcomed, if they are not disruptive to the session
- will not be alone with a child at any time
- adhere to the Stables Occupational Health and Safety guidelines by sitting on the appropriate stools, not lifting any heavy items, and advising staff if you are injured
- will dress appropriately i.e. closed shoes, sun hat.

During the Session

Please inform the staff id a child:

- hurts themselves
- has wet or soiled themselves and requires changing
- has a disagreement with another child

Staff will attend to these matters.

Tasks may include

- sorting and filing artwork
- sorting, stocking, and preparing craft materials
- sharpening pencils
- cleaning tables
- cleaning paintbrushes/glue brushes
- sweeping the floor
- reading to the children
- engaging with children at the experiences

Confidentiality

Is essential for all helpers engaging in the program. You may see children struggling with the experiences, becoming upset or misbehaving. You might also see/hear other information concerning a child while you are helping. It is vital that you do not share anything about specific children other than with the teacher. The teacher has the responsibility of informing the parent/guardian/carer of any concerns about a child.

AUTHORISATION

This policy was adopted by the Approved Provider of Stables Kindergarten on 27th April 2021.

REVIEW DATE: 27/04/2024