



**HUNTINGDALE**  
PRIMARY SCHOOL

# Parent Helpers Induction Pack

March 2018

Welcome to Huntingdale Primary School. Thank you for your contribution to the school community and your willingness to help at the school. It is most valued by teachers and children and contributes to the overall education of children at our school.

## School Ethos and Values

Huntingdale's vision is future oriented providing:

- Excellent literacy and numeracy skills
- Authentic language competency in a second language (Japanese) and deep intercultural understandings
- Thinking skills to access, synthesise and transfer information in a 21st century knowledge economy
- High level personal and interpersonal skills to facilitate strong social connectedness and personal wellbeing

Our core School Values encompass the learning at Huntingdale Primary School. It is central to the life at our school and students, teachers and parents are asked to demonstrate these:

**Kindness**- The quality of being warm-hearted, considerate, humane and sympathetic. The notion of 'treating others as you would like them to treat you'.

**Courage**- The quality of spirit that enables you to be brave and face challenging situations without showing fear.

**Personal Best**- The quality of putting in your best personal effort into all that you do and not having the focus on 'beating others'.

**Creativity**-The quality of showing creativity attributes and thinking in a range of contexts.

*Kindness Courage Personal Best Creativity*

As a school community, we apply these attributes in our everyday interactions with one another and in the development of our programs and policies.

Our students are taught through two languages, English and Japanese and view the world through an international lens. Our school has a reputation for strong academic achievement, authentic bilingual education, happy and engaged students, a dedicated, enthusiastic and professional staff and a highly supportive parent community.

**Our mission** is to be a lighthouse school for language acquisition through providing a quality Japanese-English bilingual education for Primary School aged children in Victoria- *Engaging Minds Together*.

'**Engaging**' children each and every day in a safe and secure environment is a key focus. We know that without children feeling safe they are unable to engage fully with their learning. The key to engagement is curiosity and creativity and these are key elements in the children's explorations and learnings each day at school.

**'Minds'** are what benefit from our unique bilingual program. Without the Japanese program there is a monolingual program but without the English program there is also a monolingual program. The academic rigour and the power of how we work at Huntingdale is in the careful curriculum planning that underpins the program as one whole. The neuroscience that lies behind our wellbeing and academic programs and the benefits of our bilingual program bring together the 'mind' element.

**'Together'** we achieve more. The children in isolation will explore but require guidance and scaffolding to excel. The children with a teacher achieve more through a gradual release of responsibility stemming from modelling through to independent application in a real life setting. The children, teacher, parents and families however are what truly achieve the greatest outcomes.

In addition, Huntingdale Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

### **Child Safe Standards**

Huntingdale Primary School as part of the Victorian Government state school system is committed to the safety and wellbeing of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse. In response to the recommendations in the 'Betrayal of Trust' Report, there are new regulations surrounding child safety, which are underpinned by the Child Safe Standards. These standards are:

1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
2. A child safe policy or statement of commitment to child safety
3. A code of conduct that establishes clear expectations for appropriate behaviour with children
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. Processes for responding to and reporting suspected child abuse
6. Strategies to identify and reduce or remove risks of child abuse
7. Strategies to promote the participation and empowerment of children.

Our Child Safe Standards Policy, including our Codes of Conduct are on the windows of the staff room. Please make sure you are familiar with them.

### **Aims of the Parent Helpers Program**

To:

- Enrich the educational possibilities for the children;
- Make the teaching within the school more effective;
- Promote the partnership between home and school;
- Demonstrate that education continues through life;
- Give adults the opportunity to use their talents in school while keeping the sole focus on the children and their education;
- Enable children to have more time to communicate their ideas and thus develop their understanding.

## **Induction**

All parent helpers must have completed the induction program each year, before being able to help in the classroom or on excursions.

## **Working with Children Check**

All the parents need to have their Working with Children Check card on them all the time.

## **Signing In**

All parent helpers must first sign in at the office and collect a Visitors Pass. Visitors will not be allowed to enter unsupervised work areas unless accompanied by an appropriate member of staff and must observe any safety rules.

## **Confidentiality**

Confidentiality is extremely important. Volunteer helpers are reminded that they will see and hear all sorts of things, some of which they may not have known before. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff. Volunteers may also overhear staff discussing a child's academic and/or behaviour progress with the individual student. All information and comments made in school, remain confidential to the school. It is unprofessional for parent helpers to comment on individual children to others, including the child's parents.

## **Absence**

Volunteers are asked to telephone the school if they cannot come into school when expected or notify the teacher prior.

## **Excursions**

Please see your child's teacher prior to the excursion to find out what your role will be on the day and any expectations that the teachers may have of you. It is important to remember that you will act as another set of eyes to assist in the safety of all children on the excursion.

## **Occupational Health and Safety**

Huntingdale Primary School's HSR and Management OHS Nominee is Ruth Biddle. A copy of the DET OHS Policy is available in the staffroom.

## Accidents/ First Aid

If a child is ill or has an accident please tell the nearest teacher at once. All of our teaching staff and office staff are First Aid and Anaphylaxis trained (in alignment with the school's Anaphylaxis Management Policy and First Aid Policy). All Epipens are stored in the Health Centre at the Office. Disposable gloves must be used when dealing with wounds, sickness or other bodily fluids. If hypodermic needles or syringes are found, do not touch them but notify a member of staff immediately.

## Fire

Parent Helpers are asked to familiarise themselves with the emergency evacuation plan in the classroom (situated next to the door). In the case of an emergency it is important that the parent helper stay with the teacher and evacuate the room with the class. Upon meeting at the evacuation site please notify office staff of your presence to cross check all adults are accounted for via the sign in book.

## Smoking

Smoking is not allowed in the school building or anywhere on the premises.

## Hazards and Incidents

Parent Helpers are responsible for:

- Reporting hazards and/ or incidents to Ruth Biddle
- Co-operating with incident investigations; and
- Following safe work procedures and instructions.

Examples of Hazards that may be reported include;

- Trip or slip hazards;
- Storage and/or use of chemicals;
- Noise associated with the operation of plant and equipment; and
- Blind corners/ uncontrolled traffic intersections

All injuries (either physical or psychological) that occur in the school ground must be reported immediately to the classroom teacher to be entered on eduSafe.

## Supervision

It is important that a VIT registered teacher is with you at all times when you are with children. The teacher is required to maintain a visual line of sight with you at all times. No volunteers will be left unsupervised with children and should avoid any unnecessary physical contact with students. There are times when you will need to touch a student, for example, if they have fallen over and need assistance in standing up.

## Physical Contact

It is important to remember that as a Parent Helper you are seen as another professional within our school community so it is expected that you act in a professional manner at all times.

## **Role**

The teacher's role in the classroom is to plan, teach, manage and assess students while fostering a positive atmosphere.

The role of the Parent Helper is to help, assist and support children in their learning. If a Parent Helper is unsure of their role they should seek advice from the teacher. If a Parent Helper is asked to perform tasks that fall under the teacher's role they should talk about this with the teacher or alternatively with the Assistant Principal. If a Parent ever feels uncomfortable about what is being asked of them it is important you respectfully refuse.

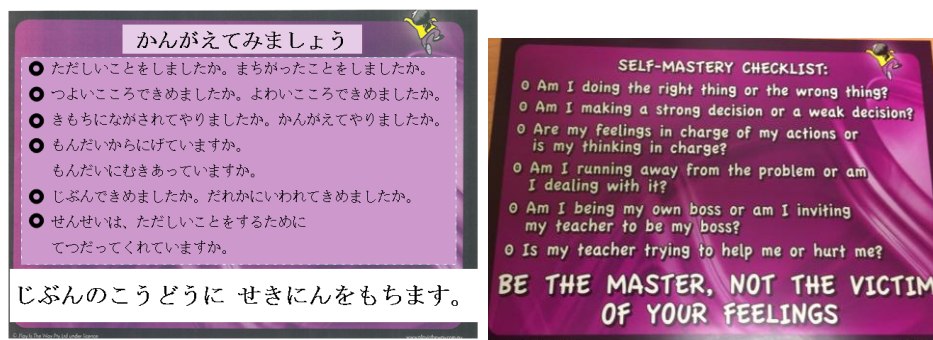
Please be mindful that some students can be easily distracted from their learning by other people in the classroom and/or background noise. We ask that when you are a classroom helper you:

- Do not bring younger siblings;
- Put your mobile phone on silent;
- Leave the classroom if you need to answer or make a call;
- Refrain from conversations with other adults whilst students are working.

At Huntingdale Primary School we strongly believe in the 3P's to assist students with their work. They are; Prompt, Pause and Praise. Sometimes it feels as if it may be easier or necessary to do the work for the child however it is extremely important to foster independent learners by guiding students to do the activity by themselves.

We use 'Play is the Way' as our main student welfare and behaviour management program. 'Play is the Way' uses games to teach children social skills.

'Play is the Way' is based on 5 virtues and has a self-mastery checklist of questions that we use with students in class. These posters are displayed in classrooms for you to refer to.



We hope you enjoy your experience of being a Parent Helper at our school. If you have any questions please speak to the classroom teacher or Assistant Principal Ruth Biddle.