



Parent and Community Helper agreement- 2019

Parents and community members are valued as an integral part of Epping Heights Public School. There are numerous roles that parent and community volunteers can be involved in to support the school in its core business of improving learning outcomes for students. Privacy legislation requires all persons who are involved in situations where sensitive and confidential information is used, to be aware of their responsibilities.

All helpers must:

- be positive role models, treat others with respect and follow our school rules.
- maintain confidentiality. Parents and community volunteers are not to discuss any information they obtain from school with any other person(s) other than the classroom teacher, Executive teacher or Principal.
- sign in at the office before and after attending a classroom or other school area. A "Visitor" badge must be worn at all times.
- work within the presence of a classroom teacher when working with children.
- refer matters or concerns regarding the behaviour of a student and associated discipline issues to the class teacher.
- follow staff directions in case of an emergency.
- report any health and safety issues or injuries at the school directly to the Principal.
- liaise with the teacher regarding regular times and if you are unable to attend.
- provide a Working With Children Check (WWCC) **if** you will work as part of a formal mentoring program, **or** will provide intimate, personal care to children with a disability, **or** are not a parent or close relative of a student at the school but will have direct contact with children, are required to obtain a WWCC.
- provide a WWCC if you are a provider of Special Religious Education or Special Education in Ethics **and/or if** you are a Teacher education student or other person undertaking practical training as part of an educational or vocational course.

To apply for a WWCC visit- <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply/apply>

Note: The majority of parents and close relatives who volunteer with their child(ren)'s school are exempt under the WWCC regulations and do not have to obtain a WWCC clearance.

- complete the Appendix 5 (2017) and provide 100 points of proof of identity **if** you are a parent or close relative who is not providing a WWCC. (This information will be used to confirm that the person is not on the department's NTBE database via the person search option of eCPC). <https://education.nsw.gov.au/policy-library/associated-documents/Appendix5-WWCC-Declaration-for-volunteers-and-contractors.pdf>

(Source: <https://education.nsw.gov.au/human-resources/recruitment/probity/working-with-children-check/faqs> updated 14/2/17)

We appreciate any parent volunteers who hold a WWCC and wish to provide it to the school for our records.

- sign a Parent and Community Helper agreement every year.

Thank you for your support.

Mrs Megan Bridekirk
Principal
February 2019.

I have read and understood the contents of the Parent and Community Helper Agreement.

I have provided the required documents regarding WWCC and/or proof of identity as outlined above.

Name: _____ Child' s name & Class _____

Signed: _____ Date: _____