



2023 Class Helper Agreement

Thank you for offering to be a volunteer at Fitzroy North Primary School. Your support is greatly appreciated and is integral for the school to effectively run a range of programs. This agreement is consistent with the school's Volunteer and Visitor Policies, as well as the Child Safety Code of Conduct and Child Safety Policy. All volunteers should be familiar with these policies; they can be found on the school website at: <https://www.fitzroythps.vic.edu.au/policies>.

The scope of a Class Helper is varied and includes providing assistance, under the direction of supervising staff, within the following contexts:

- Assisting with the reading program
- Assisting with classroom preparation tasks
- Working with small groups within the classroom
- Assisting with supervision of children during excursions or special events
- Assisting with the supervision of children during the swimming program
- Assisting with supervision of children on school camps (please note, additional information relevant to the supervision requirements on camp will be provided by staff prior to the event)
- Assisting with concert preparation

When working with the students at FNPS please keep the following in mind:

- The role of a class helper is to be a positive role model who supports all students. Children have varied different learning needs and our focus is on providing support through positive reinforcement.
- Volunteers must follow instructions from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy.
- The privacy and rights of the children, teachers and other parents must be respected at all times. Information relating to the individual needs and learning of students is confidential.
- Volunteers are not to take photos of children during any school activities unless instructed to do so by school staff.
- Children are only to use electronic devices when instructed by the class teacher.
- Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. Following any report, this information must be treated in accordance with school policies around confidentiality. Please see the relevant Child Safe policies for further information.
- It is necessary to sign-in at the front-office before commencing volunteer work on school grounds.

Fitzroy North Primary School values the many volunteers that assist with school activities. In most cases, a Working with Children (WWC) Clearance is required prior to providing volunteer support (more information can be found in our Volunteer Policy). The Working with Children Check is to be provided to the front office.

Please indicate that you have read and agree to comply with this information on class confidentiality by signing the slip on the next page and returning it to the front office or your child's classroom teacher prior to helping with the class.

**FITZROY NORTH PRIMARY SCHOOL
CLASS HELPER CONFIDENTIALITY AGREEMENT 2023**

I, _____ (please print name) have read and I understand the information within the Class Helper Agreement.

I agree to provide volunteer support, recognising the need to maintain the confidentiality and privacy of all students, teachers and parents.

Class Helper Signature:

Child's name: Grade:

Teacher's name:

Date: / / 2023