

Purpose

To enable volunteers as Class Reps to assist in a rich and diverse range of educational activities and experiences in support of the class curriculum and social activities, while protecting the wellbeing, safety and security of students, staff, visitors and volunteers involved with the school.

Class Reps/ liaisons have been introduced to Great Ryrie to act as a link between school and the classroom community and assist the classroom teacher as agreed upon by the Teacher and the Class Rep for example –

- Supporting the teacher with class activities
- Helping to establish a roster of volunteers for help in the classroom program
- Welcoming new families
- Organising social functions
- Gathering/generating/ developing enthusiasm for working bees
- Gaining additional support for programs associated with the Specialist programs such as costumes for productions, sporting events etc
- Dissemination of information
- Compiling a list of parents with particular skills to help out in the class program
- Ensuring that the class has a representative for Fete/Production.

Where possible, it is desirable for all classrooms to have a Classroom Rep.

Implementation

- All Class Reps must liaise with the classroom teacher at all times and ensure that their work fits in with school guidelines.
- All Class Reps will require a satisfactory Working with Children Check or be the holder of a VIT card, if they are coming in on a regular basis or directly working with children.
- A registered receipt may be accepted while awaiting the issue of the Working With Children Check identification card.
- Class Reps will not be left in charge of a student or group of students without the supervision of a teacher.
- Teacher, parent, volunteer and student confidentiality must be maintained at all times, any concerns that may arise must immediately be referred to a teacher or the Principal.
- Class Reps will sign in on arrival and sign out on departure from the school.
- Class Reps will wear identification badges while assisting.
- Class Reps will have an induction appropriate to the role, including responsibilities in relation to confidentiality and emergency procedures.

- No digital images of activities or students are to be taken unless requested by the teacher in charge.
- A copy of this policy will be provided to all Class Reps. A signed copy will be held on file at school.
- All written communication with parents needs to be sighted and approved by the Principal and/or Assistant Principal along with the classroom teacher.

I have read and understand the Great Ryrie Class Reps' Policy and agree to abide by these guidelines.

Name:Date:Signed:.....

School Council ratified this policy in August 2014

Next review of this policy is in 2018