2026 PARENT HELPER AGREEMENT

At Greenhills Primary School, we have a strong home school partnership and culture of community support. One valuable and much appreciated part of this is the help we receive from parents as helpers in classrooms and on excursions.

Parents and carers who wish to assist in the classroom, on excursions or camps must complete an annual induction process. Part of this includes signing this Parent Helpers Agreement.

Parent helpers and volunteers are expected to:

- Be outstanding role models for all students.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to monitor and address student behaviour.
- Speak in a kind and friendly way to all students.
- Maintain confidentiality.
- Establish and maintain a rapport with students based on mutual respect.
- Contact the teacher if they are unable to attend.

OHS Parent helpers and volunteers are expected to:

- In case of an emergency, if a continuous alarm is sounded over the PA system, please report to the staff member you are helping or to the administration office for further instructions.
- Ensure you know the location of the staff amenities.
- If you become aware of any first aid issues, you notify the staff member you are helping or the First Aid staff member at the administration office immediately.
- If you are aware of an incident occurring e.g. injury or hazard, please report this to the staff member you are helping or to the office immediately.

2026 Parent Helper Agreement

Childs Name _____ Grade _____

Name _____

Signed _____ Date _____

- ☐ I have completed the consent form-connecting your working with children's clearance.
- ☐ I have read, signed and agree to abide by the Greenhills Primary School Child Safe Code of Conduct and Child Safety Reporting Obligations Policy & Procedures.
- ☐ I have read and will abide by The Greenhills Information and Guidance for Parent Helpers.
- ☐ I have read and will abide by the Greenhills Volunteer policy. www.greenhillsps.vic.edu.au
- ☐ I agree to sign in and out at the office via the Kiosk and wear a visitor's lanyard each time I help.
- ☐ I understand that I am not permitted to take photographs.
- ☐ I agree to maintain a high level of confidentiality.
- ☐ I understand that the car park is for staff only between the hours of 8.30am and 4pm each school day.
- ☐ I have attended a parent helper OHS induction session or I have viewed the Induction video on the School Website and completed the OHS induction checklist.

Office Use Only

☐ A parent helper checklist has been completed and filed at the school.