

PARENT VOLUNTEERS POLICY

At Deira Private School, our goal is to work with our Parent Association (PTA) or what we call Parent Representatives to support our school improvement journey. We acknowledge parents as important members of our school team and we appreciate their time and efforts and thank them for their support. We are fortunate that there are many talents and skills that parents have and we want to 'tap' into these.

Deira Private School emphasises the following core values at the centre of its work with students, parents, and staff in our professional conduct and actions. We operate on the principles of:

- **Teamwork:** Emphasising the virtues of respect, trust and cooperation in working collaboratively with diplomacy and professionalism
- **Transparency:** Maintaining open, true and honest communications and actions
- **Respect:** Respecting children, colleagues, parents and the community
- **Accountability:** Taking personal responsibility for our actions

The PTA is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. A PTA member holds a position of privileged trust.

If any PTA member is approached by a parent with concerns relating to an individual they must ensure they follow the proper channels of communication and be mindful of confidentiality.

As a member of the PTA holding a position of trust we must for the benefit of all:

- Have an awareness and high regard for the confidential, sensitive and important nature of your role and be mindful of these at all times while maintaining respectful and professional relationships with the staff. Treat such discussion with discretion and protect the confidentiality of the people involved. This includes formal and informal discussions with parents, members of staff, children and the wider school community.
- Perform your duties with honesty and integrity.
- Strive to be informed and pass on information that is reliable and correct.
- Encourage and support parents with individual concerns to act on their own behalf and provide information on the process of taking concerns forward following due process.
- Ensure any public comments that are made reflect the policies and priorities of Deira Private School.
- Demonstrate respect for all members of the school community (which includes, parents, students, and staff) when using a social media forum.
- Public comments to the media (including radio, television, newspapers, books, or other means expected to reach the community at large) are only with authorization from the School Management.

Parent representative roles and responsibilities

The role of the Parent Representative may include, but is not limited to the following:

- Developing a working relationship with the class teacher by meeting on a regular basis on mutually agreed timelines or communication via email, to ensure all needs are being met;
- Once contact details have been provided welcome new families and assist them in getting to know other families and to feel part of the school community;
- Promote communication between the school and the parents/carers;
- To liaise with other Parent Representatives when required;
- Attend a majority of the Parents Committee meetings held at the school;
- Give feedback to their classes of any pertinent information from the Committee meetings.
- Encourage the parents to volunteer when needed for activities and events at the request of the class teacher or the Parents Committee.

It is expected of each member of the PTA to read and sign the Professional Code of Practice. This Agreement will be kept on file in the office. Breaches of confidentiality will be treated seriously and the parent(s) involved may be requested to have their services withdrawn by the school if the School Management determines it is in the best interests of the school or students.

Professional Code of Practice Agreement

In my volunteer position as a Parent Representative/ PTA member at Deira Private School, I _____ have read, understand, and agree with the information presented above. I understand that my role as a PTA member is one of support for the students and activities and that we are all working to contribute to the success of the school in a proactive way.

Parent Representative's Signature

Date

Document	Parent Volunteer - Professional Code of Practice
Date written	September 2016
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