

Primary School Class Carer Policy

(Version 1.0, Approved 12/2018)

Purpose

Our Primary Class Carers are an integral part of our College community. There are three main objectives for a Class Carer:

1. To pray for their child's class and teacher.
2. To liaise with the class teacher and assist, where appropriate, in the pastoral care of class students and their families.
3. To help build stronger relationships amongst the children and the parents/carers of the class during the year through events and get togethers (e.g. one per school term).

Scope

This policy applies to all Primary Class Carers and Primary staff of Bayside Christian College.

Policy Statement

There are many ways that a Primary Class Carer can support his/her child's class, but here are some suggestions of what a Class Carer may be able to do:

- Organise out of school events, so parents and students can meet together socially outside of the College.
- Lend prayer/moral support if a family is struggling, making sure to respect their privacy.
- Create a meals roster for a family that has had a new baby, for example, or has someone ill and/or in hospital.
- Friday afternoon play-date with BBQ or take-away for dinner.
- School holiday catch-ups at a play centre or park.
- Share encouraging parenting/family resources to lend support and inspiration.

As an integral component of the role is to provide prayer support for the class teacher, all Primary Class Carers are to be members of the Association for Christian Education of Frankston Inc.

Consistent with the College Child Protection Policy, all Class Carers are to hold a valid Working With Children Check and to have signed the College Child Safety Volunteer Agreement.

Procedural Steps

At the beginning of each school year, Primary class teachers are to invite a parent/carer of a child in his/her class to be the Class Carer of that class for the year.

When organising events, Class Carers are to liaise with the class teacher (who will check with the Coordinator) on the suitability of the event for the group, including the time/date it is scheduled to take place.

Due to privacy considerations, the class teacher will invite class parents/carers to events organised by the Class Carer via email on behalf of the Class Carer. The class teacher can be invited to events when appropriate.

Students attending events organised by Class Carers off site are the sole responsibility of their respective parents/carers.

Class Carers are to always respect the privacy and confidentiality of the class teacher, students and parents when provided with information to supply pastoral care, or to pray, for people associated with the class, such as the teacher, students or parents/carers.

Class Carers are expected to comply with systems and procedures put in place in the interests of health and safety including signing themselves in at the College Office, should they visit the College outside of the normal drop off/collection times.

Communication of Policy

This policy is communicated via the College's:

- Website
- Intranet
- Handbooks

Implementation of Policy

The College will implement this policy to Class Carers through the annual Class Carer training session, and reiterate it at other regular times throughout each year when Primary Class Carers meet together as a group.

Related Policies

Child Protection Policy

Volunteers Safety Policy

Privacy Policy