



## **FAMILY DUTY POLICY**

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### **PURPOSE**

The objective of this policy is to outline the activities involved when undertaking family duty and the expectations and requirements of family duty helpers.

### **POLICY STATEMENT**

#### **1. SCOPE**

This policy applies to any family member or authorised caregiver undertaking Family Duty at Lake Park Kindergarten.

#### **2. BACKGROUND**

Parents and other family members are encouraged to be involved in the kindergarten program in various ways and are invited to contribute their knowledge and skill. Family Duty assists greatly to ensure the smooth running of the kindergarten program. The 'extra pair of hands and eyes' provides numerous benefits to families, children and staff. This is a special time for children because it allows families to see their child in their kindergarten environment where they can demonstrate their abilities and introduce you to their friends with whom they play and work. Family members who undertake Family Duty are able to observe their child participating and learning, and are able to get to know the kindergarten staff.

#### **3. REQUIREMENTS OF A FAMILY DUTY HELPER**

Family duty may be undertaken by a parent/legal guardian of a child attending the kindergarten, or alternatively, another family member/friend such as a grandparent who has been granted permission by the parent/legal guardian.

All family duty helpers are required to complete the Family Duty Confidentiality Agreement (see Attachment 1).

All family duty helpers will need to provide a valid WWC check.

Families are encouraged to make arrangements to attend family duty without younger siblings, however it is understood that this is not always possible. Where a sibling is in attendance they remain the responsibility of the parent/guardian, not Lake Park Kindergarten.

Families attending the Kindergarten must sign the Visitor Logbook which is kept near the entrance of the Kindergarten, noting the addition, if any, of siblings.



#### 4. FAMILY DUTY ACTIVITIES

There are a variety of ways in which family duty helpers can assist while on family duty. Family duty helpers are encouraged to speak with the Teacher or Educator at the beginning of the session for guidance on how they can best help on the day.

The family helper on duty is generally responsible for the following tasks:

- Wiping and cleaning tables in preparation for snack time or lunch.
- Clearing and wiping tables following snack/lunch.
- Sweeping floor if required.

Other activities may include:

- Supervising an activity table e.g.: pasting, threading, painting or drawing.
- Helping the children in and out of painting smocks.
- Writing the children's names on their artwork.
- Helping the children with puzzles and games.
- Placing artwork in children's folders.
- Putting notices in children's drawers.
- Tasks as directed by the Teacher or Educator.

Family duty helpers are **not** expected to:

- Assist children with toileting.
- Assist children with changing out of wet/soiled clothes.
- Administer first aid to children.
- Discipline children.

While on Family Duty at Lake Park Kindergarten, it is expected that family helpers will:

1. Treat all information presented as confidential.
2. Not disclose any information seen or heard about children while on duty to other parents/family members or members of the Kindergarten and/or community.
3. Comply with the Kindergarten's *Privacy Policy*.



## **5. FREQUENCY OF DUTY**

A family duty helper is encouraged from each family for at least one session per term, with a roster provided for families to plan ahead for their duty day. Families can arrange swapping of their duty days where required.

## **6. FAMILY DUTY HELPER ROSTER**

A family duty roster will be provided to families prior to the commencement of term. Duty can be carried out by the family including grandparents or other special people provided they meet the requirements set out at point 3 in this policy.

If family members are unable to attend Family Duty due to illness or other emergencies, it is requested that they communicate with the teacher and or co-educator advising of such.



## **RELATED POLICIES**

- *Code of Conduct Policy*
- *Privacy and Confidentiality Policy*

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: Family Duty Confidentiality Agreement (Attachment 1)

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Lake Park Kindergarten on TBA UNDER REVIEW.

**REVIEW DATE:** (CURRENTLY UNDER REVIEW)



## ATTACHMENT 1

### Family Duty Confidentiality Agreement

While on Family Duty at Lake Park Kindergarten, I will:

1. Treat all information presented as confidential.
2. Not disclose any information seen or heard about children while on duty to other parents/family members or members of the Kindergarten and/or community.
3. Comply with the Kindergarten's *Privacy Policy*.

I understand that if a breach in confidentiality occurs, I will no longer be able to participate in family duty at Lake Park Kindergarten.

I also understand that I may be asked not to attend my scheduled family duty session if it coincides with a child's assessment by a specialist at the Kindergarten (e.g. Preschool Field Officer, Speech Pathologist, Psychologist, Occupational Therapist).

**Signed:** ..... **Date:** .....

**Family Member/  
Guardian's Name:** .....

**Child's Name:**..... **Group:** .....