



St Peter's Church of England (VC) Primary School

Parent Helper Guidelines For In School

Thank you for volunteering to help our children in school. We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways.

At St Peter's Church of England (VC) Primary School we want children to be happy and confident and to develop an enduring love of learning; parent helpers have a valuable role in helping us to develop this.

Some parents come to school to help with a variety of tasks such as ICT, cooking, and especially reading, and usually work with small groups in specific classes. Other parents help when the children are taken on visits outside school.

The aim of this letter is to give you some information you need to make your time both worthwhile and enjoyable. Thank you for your support.

Disclosure

There is now a requirement for schools to carry out a Disclosure and Barring Service's (DBS) check, formally Criminal Records Bureau (CRB), for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken.

In order for you to work in school as a volunteer, you will need to complete a DBS form (available from the school office). Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. As a cost is involved to the school to carry out a DBS check we have an expectation of commitment from you.

Parent Helper Guidelines

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.

Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.

Please don't have favourites - as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.

Please encourage the children to be independent - we expect children to try everything themselves before we help them.

Please do not lift, carry or move a child in any way.

If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

St Peter's Primary School – Parent Helper Guidelines

Parents are reminded that they should not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring your professional role, the school, or the County Council, into disrepute.

Safeguarding

All volunteers are required to speak to the Headteacher regarding Safeguarding, Please arrange a convenient time to do this.

During your visit we ask you to assist with our safeguarding procedures. If at any time you have any concerns regarding anything you have seen or heard in the school please follow the procedures set out below.

If you witness an incident that causes you concern, please follow our school reporting procedures.

Concerns can include:

- A child with an unusual or unexplained injury
 - A child says something to you that you feel may need discussing with a member of staff
 - An adult acts in a way you feel may be inappropriate
1. Report immediately to the School Office that you have a concern to report, they will direct you to the Headteacher or Designated Lead Officer.
 2. You will be asked to write an accurate report on the appropriate form immediately. Please date and sign.
 3. Hand the report form to the person who gave it to you as soon as you have completed it.

Mobile Phones

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile phones to take pictures of children.

Housekeeping

Fire Safety

Please sign in at the office when you arrive and collect a parent helper badge. Please follow instructions by the class teacher regarding fire safety procedures. Please sign out at the end and return your badge.

Tea/coffee arrangements

There are tea and coffee making facilities in the staff kitchen. We do ask for a contribution to cover costs.

Please sign and return the form to acknowledge our policy of confidentiality.

Thank you for volunteering to help our children in school.

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In volunteering to work as a helper at St Peters Church of England (VC) Primary School, I become a member of a team that works to provide quality education. I understand that my role is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all member of the school community.

Signed

Print Name

Date