

## Holymead Primary School VOLUNTEER HELPERS IN SCHOOL 2023

We would like to extend our thanks to all our parent/volunteer helpers. At Holymead Primary we value the help we receive from parents/volunteers enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our over-riding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security. An enhanced DBS check will need to be carried out before you can volunteer in a regulated activity.

For the purposes of safeguarding, we request two supporting references from our volunteer helpers; when requesting to volunteer, please provide the contact information for these referees to the school office. To ensure our safeguarding procedures are understood and adhered to, we will share our Safeguarding Policy with you. It is possible that a child will tell you something which is very worrying. Volunteers need to be aware of safeguarding and child protection issues and should refer any concern immediately to the class teacher or Headteacher and Designated Safeguarding Lead (DSL).

We know that for parents/volunteers to be happy and comfortable helping in school we need to share some important skills and information with you so a member of SLT will meet with you either on your first day of volunteering, or prior to this to share the volunteer protocol.

When helpers arrive in the school they must sign in at the school office. They will be given a visitor's badge, which they should wear at all times.

You **MUST** let the teaching staff know of any inappropriate behaviour. If you let it go the children will learn that it is ok to behave less well for some people than others and that will make everyone's job harder and the child less likely to develop a sound moral code and sense of respect!

Children learn some things very quickly from the actions, words and attitude of the people around them – their role models. They are not always the things we plan for them to learn in the classroom e.g. they pick up good manners from the adults at home and from the adults in school, they copy phrases from their adults. Therefore, it's important that all our own behaviours in school are always those we want the children to copy.

To help parents/volunteers in school we will share our Behaviour Policy with you so you can refer good and poor behaviour to the class teacher who will give rewards or sanctions and most importantly so that you are able use the same sort of language as the teachers.

The most sensitive issue around parent helpers in school is confidentiality. For the children's safety, all volunteer helpers are required to sign a protocol to respect confidentiality.

Parents hand their children over to the school for the best part of every week day, trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows these protocols. There are many things about children that must be kept completely confidential, e.g. children's progress, medical needs or complex family circumstances which may impact on their behaviour in school.

Parents/volunteers are welcome in our staffroom. Should you hear any information pertaining to the children this should be kept in strictest confidence, although pupil issues are not usually discussed in the staffroom.

Please refer any parent who asks you about a child in school to the class teacher in all instances rather than trying to inform them yourself.

Reviewed: October 2023

Review: October 2025

# Holymead Primary School

## VOLUNTEER HELPER PROTOCOL

### THE SCHOOL

#### We will:

- Train parents/volunteers in the skills needed to carry out the task
- Explain the tasks carefully
- Share the school Behaviour and Safeguarding policies with you
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you

#### We won't:

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

### THE VOLUNTEER

Name (print).....

#### I will:

- Use the school's Behaviour and Safeguarding guidelines and inform the teacher of any inappropriate behaviour or concerns
- Treat any information with total confidentiality
- Let staff know if I can't come in, so they can plan accordingly
- Respect the guidance of the teacher at all times
- Understand the need for DBS and other checks prior to working with children
- Read and sign below to say I have read the Behaviour and Safeguarding Policies on the school website

#### I won't:

- Look at or compare any child's work books, records or staff notes
- Share any information about a child or member of staff with anyone outside the school staff or governors
- Speak ill of any child or a member of staff as a result of things witnessed in school

Signed.....

Date.....

March 2023