



# **CHARLWOOD VILLAGE PRIMARY SCHOOL**

## **Volunteer and Parent Helper Policy**

Policy Name	Volunteer and Parent Helper Policy
Policy Owner	Headteacher
Governing Body or Working Group Approval	SLT
Last Reviewed	Autumn 2023
Next Review Date	Autumn 2025
Status and Review	Recommended and every 2 years

*At Charlwood Village Primary School community volunteers and parent helpers are highly valued. Their support enables the school to provide greater help to the pupils and as well as support the day to day running of the classroom. We are very grateful for the help which our volunteers and parent helpers provide and believe that the school can only benefit from having additional adults helping in school.*

**This policy has been written as an agreement between the school and the volunteer or parent helper and is to be signed by both parties after speaking with the Class Teacher or Headteacher.**

### **Safeguarding, Child Protection and Confidentiality**

- ✓ Volunteers and Parent Helpers will only be permitted to help regularly in school when DBS has been carried and the Headteacher is satisfied that it is appropriate for the adult to help in school.
- ✓ Volunteers and Parent Helpers will not be left alone at anytime with a child or group of children.
- ✓ The Volunteer or Parent Helper will inform the class teacher if they hear or see anything from the child which causes concern.
- ✓ The Volunteer or Parent Helper will inform the Headteacher if they see or hear anything from the staff which causes concern.
- ✓ The Volunteer or Parent Helper will inform the Chair of Governors (Mr Brookman, contactable via the School Office) if they see or hear anything from the Headteacher which causes concern.
- ✓ The Volunteer or Parent Helper will not discuss anything related to a specific child or member of staff outside of the school, if a parent asks the Volunteer or Parent Helper about the school then the parent must be referred to either the class teacher or Headteacher.

### **Personal Conduct**

- ✓ The Volunteer or Parent Helper is acting as a role model for appropriate behaviour for the children.
- ✓ The Volunteer and Parent Helper is acting as a role model for respect and politeness when speaking to a child or member of staff.
- ✓ The Volunteer and Parent Helper is acting as a role model for the tone and volume when speaking to either a member of staff or the children.
- ✓ The staff will speak politely and with respect to all Volunteers and Parent Helpers at all times.
- ✓ The children should speak politely and with respect to Volunteers and Parent Helper.
- ✓ If a child is displaying challenging behaviour or behaving inappropriately, please inform a member of staff at the time and they will address the issue by following the guidelines set out in the Behaviour Policy.

### **Volunteer and Parent Helper Protocol**

- ✓ Volunteers and Parent Helpers are only to carry out the jobs or activities provided by the Class Teacher or Teaching Assistant. For example; filing

children's work, sorting books or playing a game with a child or small group of children.

- ✓ Volunteers and Parents Helpers supporting a child with their work will not be permitted to write any comments regarding the child's performance in their books they may however be asked by the Class Teacher or Teaching Assistant how an activity went with a child or group of children.
- ✓ The staff and children will refer to the Volunteer and Parent Helper by their title and surname at all times for example Mr Brown or Mrs Smith.
- ✓ The Volunteer and Parent Helper will refer to staff members by their title and surname at all times.
- ✓ Volunteers and Parent Helpers will not be part of any classroom observations for monitoring purposes taking place in the class at any time.
- ✓ Volunteers and Parent Helpers will be supervised by the Class Teacher.
- ✓ Volunteers and Parent Helpers will **not** be permitted to:
  1. Lead any whole class activities
  2. Plan any activities
  3. Read any planning written by the Class Teacher as it may contain information regarding specific children
  4. Read any reports regarding specific children
  5. Read any observation notes regarding specific children made by the Class Teacher or Teaching Assistant
  6. Read any comments made by another parent or member of staff in any of the children's books, reports, reading diaries or letters
  7. Write any comments or reports regarding an activity or child
  8. Resolve any behaviour issues
  9. Attend assemblies
  10. Attend intervention group sessions
  11. Physically support a child unless preventing an accident or injury e.g. preventing a child from falling
  12. Support any toileting accidents
  13. Treat any sick or injured children
  14. Speak with any parents regarding a specific child or group of children
  15. Speak with any education outside agencies regarding a specific child or children

Please consult the following policies in conjunction with this policy:

Child Protection and Safeguarding Policy

Whistle Blowing Policy

Health and Safety Policy

Behaviour Policy

### **Success Criteria**

We will know that this policy has been successful when:

- ✓ The children are being appropriately supported by the Volunteer or Parent Helper.
- ✓ Volunteers and Parent Helpers feel clear on their role when helping and supporting in the school.
- ✓ Volunteers and Parent Helpers feel they are making a positive contribution to the school.

- ✓ The school feels that the Volunteer or Parent Helpers make a valuable contribution to supporting the school.

*A copy of this signed policy will be kept in school and by the Volunteer or Parent Helper. Any Volunteer or Parent Helper who does not follow the points set out in this policy will not be permitted to help in school.*

Headteacher  
V Lanham

**I have read the Volunteer and Parent Helper Policy and agree to adhere to the points set out in the policy.**

**Signed \_\_\_\_\_**  
**Parent**

**Signed \_\_\_\_\_**  
**Class Teacher/Headteacher**

**Date: \_\_\_\_\_**