

Volunteer and Parent Helper Policy



Updated January 2019

At Charlwood Village Primary School community volunteers and parent helpers are highly valued. Their support enables the school to provide additional 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 volunteer helpers in school.

This policy has been written as an agreement between the school and the volunteer helper and is to be signed by both parties after speaking with a member of staff. A volunteer helper could be a parent/carer or a volunteer from the community or a student. This does not include trainee teachers.

Safeguarding, Child Protection and Confidentiality

- ✓ Volunteers Helpers can only be permitted to help in school when a Disclosure and Barring Screening check has been made, if it is a regular occurrence, and the Headteacher is satisfied that it is appropriate for the adult to help in school
- ✓ Volunteer Helpers should not put themselves in a vulnerable position where they are alone with a child
- ✓ Volunteer Helper must inform the class teacher if they hear or see anything from the child which causes concern
- ✓ Volunteer Helpers must inform the Headteacher if they see or hear anything from the staff which causes concern
- ✓ Volunteer Helpers must inform the Safeguarding and Child Protection Governor (Cathy Barclay or Rob Brookman) if they see or hear anything from the Headteacher which causes concern
- ✓ Safeguarding and Child Protection Governor contact details are in the staffroom
- ✓ Volunteer Helpers must not discuss anything related to a specific child or member of staff outside of the school ~ if a parent asks the Volunteer Helper about a particular pupil in the school then the parent must be referred to either the class teacher or Headteacher

Behaviour

- ✓ Volunteer Helpers are acting as a role model for appropriate behaviour for the children
- ✓ Volunteer Helpers are acting as a role model for respect and politeness when speaking to a child or member of staff

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

Volunteer and Parent Helper Protocol

- ✓ Volunteer Helpers are permitted to work in a class where they are related to one of the children if it does not impact on the child's behaviour
- ✓ Volunteer Helpers can either help between:
 1. 9am ~ 10.40am **or**
 2. 11am ~ 12.15am **or**
 3. 1.30pm ~ 3.15pm
- ✓ Volunteer Helpers cannot be permitted to stay and help in school during the break times as discussions regarding specific children and confidential school issues between staff and outside agencies take place during these times
- ✓ Volunteer 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
- ✓ Volunteer Helpers supporting a child with their work should not 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 Helper by their title and surname at all times for example Mr Brown or Mrs Smith
- ✓ The Volunteer Helpers should refer to staff members by their title and surname at all times
- ✓ Volunteer Helpers should not be part of any classroom observations for monitoring purposes taking place in the class at anytime
- ✓ Volunteer Helpers will be supervised by the Class Teacher
- ✓ Volunteer Helpers will not be asked 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 intervention group sessions
10. Physically support a child unless preventing an accident or injury e.g. preventing a child from falling
11. Support any toileting accidents
12. Treat any sick or injured children
13. Speak with any parents regarding a specific child or group of children
14. Speak with any education outside agencies regarding a specific child or children

Please consult the following policies in conjunction with this policy:

Separate guidance for helping with swimming

Child Protection and Safeguarding Policy

Whistle Blowing Policy

Health and Safety Policy

Behaviour Policy

Anti-Bullying Policy

Data Protection Policy

These can be found on our website or requested from the school office.

Success Criteria

We will know that this policy has been successful when:

- ✓ Volunteer Helpers are clear on their role when helping and supporting in the school
- ✓ The children are being appropriately supported by the Volunteer Helper
- ✓ Volunteer Helpers feel they are making a positive contribution to the school
- ✓ The school feels that the Volunteer Helpers make a valuable contribution to supporting the school

Your time and help is very appreciated and valued! Thank you.

A copy of this signed policy will be kept in school and by the Volunteer Helper. Any Volunteer 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 _____
Headteacher/Class Teacher
Date: _____