

COUNTY OF NORTH YORKSHIRE EDUCATION DEPARTMENT

St Peter's Brafferton CE (VA) Primary School
School Terrace
Brafferton
York
YO61 2PA



Parent Volunteers Policy

Introduction

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

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

Aim

Some parent volunteers like to help in their child's own class and some prefer to help elsewhere in the school. In whatever way parents offer their time, we at St Peters are always extremely grateful. The aim of this policy is to give parents all the information that is needed to make their time both worthwhile and enjoyable. Here at St Peters School, we want children to be happy and confident and to develop an enduring a love of learning and we welcome parents who can give up their time to help us achieve this aim.

Security

On arrival at school, parents must sign in at the office where they will receive a volunteers'/visitors badge. Parents should familiarise themselves with the emergency procedures printed on the relevant risk assessment that will be given to them corresponding with the activity that they are volunteering to help with.

Confidentiality

It is paramount that all staff and parent volunteers and other adults working in school, adhere to the Confidentiality Policy. ([policy link!](#))

It is very important that all staff, parent volunteers and other adults working in St Peters 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.

Parent Volunteer Guidelines

- 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.
- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If they wish to speak to the class teacher or another member of staff, they should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for being in school.
- Volunteers should not worry about their child's behaviour while they are helping as often children will behave quite differently if mum/dad are there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Volunteers should try and not 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 as we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If you are unable to be in school, please let the class teacher know either in person or by telephoning the school office.

Safeguarding

There is now a requirement for schools to carry out a Disclosure and Barring Service (DBS) check 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 parents to work in school as a volunteer, they 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.

When a parent first starts as a Parent Volunteer, they will be made aware of the school's Safeguarding Policy, which should be read before contact with children ([policy link](#)) This should be read and adhered to at all time.

If a child tells a parent volunteer something that causes concern, please share this information with the class teacher or Head Teacher as soon as possible after the disclosure, in an appropriate setting so that others cannot overhear information being shared.

Amenities

There is tea and coffee available at St Peters and staff will be happy to make you this free of charge. Please remember that hot drinks are not to be drunk near children and insulated mugs are preferred.

There is a staff toilet near the staff kitchen.

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's Policy on off site visits. ([policy link](#))

If volunteers have any questions about a school trip, please see the class teacher.

- Volunteers may not always have their own child in their group. The teacher will hand out a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts.
- The class teacher has sick bucket/bags, if needed
- The class teacher is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring the allocated group of children follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- If volunteers need to leave your group for any reason please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If they have any queries or problems concerning the trip, they should direct these in the first instance to the class teacher, or if they would rather, the Headteacher on return from the trip.