

### The Parent/Carer/Volunteer Helper Will:

- Visit the school on the agreed days and times, and contact us if it is not possible for you to come in.
- Ask advice if unsure about an activity.
- Alert the teacher to any concerns regarding Child Protection.
- Refer any behaviour issues to the class teacher.
- Treat all children and staff with care and respect.
- Understand that volunteers are not authorized to administer First Aid.
- Only attend the school premises or a trip when fit to do so. The school has zero tolerance for any site or trip visitors re. drink or drugs.
- Follow the school no-smoking policy.
- Follow the statement on confidentiality.
- Not give gifts to or receive gifts from children in school.
- Not use mobile phones in the company of children.
- Not take photos at any time on a personal camera or mobile phone.
- Dress appropriately.
- Always sign in and collect a badge and sign out at the end of the visit.

**Behaviour** - We use a positive approach to behaviour management which means that we model, look for and praise the kind of behaviour we want to see rather than criticise and bring attention to inappropriate behaviour. Each class has its own rules, rewards and sanctions on display in their room. The teacher is in charge of behaviour. (See also Parent Guides for Behaviour and Restorative Practice.)

**Health and Safety** - Exit routes for leaving the building in the event of a fire are on display in each area. Please familiarise yourself with the evacuation procedure and be guided by the class teacher in the event of any emergency. Please familiarise yourself with any Risk Assessments you are given.

**Confidentiality** - You must agree to respect the confidentiality of school life and not to discuss anything that happens in school with the outside community. Please do not discuss or disclose any information with anyone in or out of school about children or staff. You will understand and adhere to the school's Social Networking Policy.



GUIDE FOR PARENTS AND CARERS

# Helping in School





If you are interested in helping in school, please complete and sign this form, tear it off and return it to school along with your completed information form.

### Child Protection Statement for Volunteers

If a pupil says anything that concerns me, I will inform the class teacher or the Headteacher as soon as possible. I will not discuss the comments with the child or ask for any further information.

The Headteacher is the Designated Lead for Safeguarding and Child Protection in our school.

I will at no time take any photographs of children unless directed by a member of school staff on a school camera.

Those volunteers who will be helping on a regular basis and therefore will not be supervised all the time will be required to have an enhanced DBS check (formerly CRB).

Those helping on a one-off trip or on a less regular basis will be under the supervision of a school adult and will not be required to have a DBS check.

I have read and agree to adhere to Wood End's Code of Conduct and understand that if I am in breach of this I will not be allowed to help any longer in school.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Child's name (if applicable): \_\_\_\_\_

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

### Helping in School and On School Trips

Wood End welcomes parents, carers and voluntary helpers to our school and on school trips. We recognise the valuable support and the breadth of knowledge you can bring to our school community. We hope this guide helps you to understand our philosophy and answers any queries you may have about school procedures.

#### The School Will:

Ensure that all Child Protection checks are carried out as required by the Governing Body.

Ensure that parent/helper support given is spread evenly across the school to promote equal opportunities for all children. Please note as a general rule parents will not help in their own child's class.

Follow up any concerns that may arise.

#### The Class Teacher Will:

Ensure that volunteers are given clear guidance about the activities they will be part of.

Take responsibility for any behaviour issues that arise.

Ensure that children requiring medical support are sent to a properly qualified member of staff.

Ensure that any volunteer helpers who are not DBS-checked are supervised at all times.

