



Voluntary Helpers Policy (Students, Parents and Other Helpers)

Biggin Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<i>Written by:</i>	Mr J Ellis
<i>Date written:</i>	Spring 2015
<i>Review date:</i>	Summer 2016

Voluntary Helpers Policy

Introduction

Thank you for coming to help in school, we are delighted that we are able to use your time and skills to the benefit of children in this school. By helping in school, you are helping to raise the standards of education by giving extra attention to the children and giving teachers a chance to spend more time working on aspects of the curriculum which will help children achieve better results. When you are helping in school please dress in a smart and professional manner.

Health and Safety

Please read the Fire Alarm Procedures, which are displayed in each classroom. The fire alarm is a loud, continuous bell and the assembly points are on the playground.

Working with children

When you work with children at school, you will always be under the supervision of one of the teachers, who will let you know what they want you, and the children to do. If you have specific skills, which could be used, in school, please let the teacher know and they will try and use your time and skills in the most productive way possible.

Like all other adults in school, you will have high expectations of children's behaviour. The children should be courteous, use polite language and listen when others are speaking. Encourage them by praise and by setting a good example. If any child misbehaves, please make sure that the class teacher knows about it. Class rules and our Values are on display around the school.

When working with pupils, it is important to remain focussed on the task that you have been asked to undertake. Even if you know the pupils that you are working with very well, it is important that any discussions are focussed on the task in hand and not on subjects from outside school, or on personal questions.

Safeguarding

Safeguarding Policies are available on the school website or from the school office.

- Parents who help in school once a week or more often will need to have a Disclosure and Barring Service (DBS) check which can be obtained through the school office and will need to be reviewed every three years.
- Avoid physical contact with pupils as well intentioned contact can be misconstrued.
- Please do not use your mobile phone or camera to photograph children when you are helping in school or on school visits.
- Should a child disclose to you information of a sensitive nature please inform the class teacher as soon as possible.
- Parents helping with swimming need to follow guidance from the class teacher. Parents should never enter the changing rooms without another adult being present.
- You cannot contact or accept children on Facebook or any other Social Networking Site.

Confidentiality

When you are helping in school, you will have access to confidential and often sensitive information about children, particularly children with special needs and about other adults. Like all other people working in school you will have to keep information strictly confidential and we ask all volunteers to behave professionally and to respect the private nature of certain discussions and information.

Under no circumstances should you talk about specific children other than with the teachers employed by the school, without the specific agreement of the Head Teacher. Although it is pleasant to work with your own children this can have a detrimental effect on their attitude and concentration therefore it is school policy that parental volunteers working in the school during lesson time will be asked to work in a classroom where they do not have a child of their own.

Break times

Our Staff Room is not big enough to accommodate parent/voluntary support helpers. If you would like a drink, please speak to the class teacher.

- *Please sign this document and hand into the School Office so that a photocopy can be made.*
- *The School Office will retain the original signed document.*
- *The photocopied document is for you to keep and refer to, if necessary*

Biggin Hill Primary School

Voluntary Helpers Policy

I have read and understood the “Voluntary Helpers Policy” and will abide by the guidance contained in it.

- I understand that I am volunteering to be a helper
- I understand that as a voluntary helper in school, I am bound by Biggin Hill Primary School's policies and health and safety regulations.
- I understand that all school policies are available for me to read, should I wish to, from the School Office.
- I understand that the class teacher will inform me of fire safety procedures and of any policy information, which he/she feels, I should be aware of.
- I understand that certain data checks will need to be made on me, especially if I will be working without direct staff supervision.

The School Office will advise me if I need either a Disclosure and Barring Service (DBS) check or a List 99 check.

- I understand that I should talk to the class teacher if I have any concerns or queries about the voluntary work that I am doing or about the child I work with.

CONFIDENTIALITY

- **I understand that I am being put into a position of trust with regard to pupil and school confidentiality.**
- **I understand that I would be in breach of school policy if I discussed, with anybody, any information about any individual pupil or group of pupils.**
- **I understand that I would be in breach of school policy if I discussed, with anybody, any information about staff members or other parent/ voluntary helpers.**
- **I understand that I would be in breach of school policy if I discussed, with anybody, any written information that I may have witnessed within school, including reading records or pupil progress data.**

Signed by

Please print name.....

Date