

Welford on Avon Primary School

Parent/Volunteer Policy Agreement

2018/19

We would like to extend our thanks to all our 'parent volunteer' helpers. At Welford on Avon Primary School we value the help we receive enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible and are provided at the same time with the best possible security

Some volunteers, such as a parent volunteering to help out on a school day trip, at a fete or sports day, will not require DBS checks. However, a person who regularly or frequently has contact with children will be subject to DBS checks. You will be asked to complete this prior to volunteering. Frequent contact is defined as three times or more in a 30 day period.

A person volunteering for a post working with children, will not be permitted to start until appropriate checks have been undertaken.

Volunteers who have an unsatisfactory DBS check will be automatically refused the role and will be advised of the reason for the decision by the Headteacher.

Volunteers who do not agree to the checks will be refused the opportunity to work for Welford on Avon Primary School

Supervision

Volunteers work under the supervision of the class teacher.

Pupil Discipline

Parent volunteers have a responsibility to inform staff if there is a problem. Volunteers should not discipline a child unless they are expressly instructed to do so, by the supervising staff member.

Signing-In for Volunteers

This is the only way for the staff to know where you are in the building in case of an emergency. Remember to sign in and sign out at the office.

No Mobile Zone

Remember to turn your mobile phones off. Welford on Avon Primary School is a mobile free zone. Thank you.

Coffee Time

You are welcome to join the staff in the staff room at break time. However, we ask that you stand back and allow the teachers and teaching assistants to get their refreshments first, as they need to be back in class when the bell rings. You

are welcome to finish your refreshment after the bell has rung, if necessary. There are plenty of visitor mugs in the cupboard; there is no charge for tea or coffee. Please put your cup in the dishwasher after use.

Confidentiality

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. If a child gives you a piece of information of a sensitive nature, please inform the class teacher. Any information that leads you to believe a child is at risk should be reported to the Head Teacher or Deputy immediately.

Any conversation with parents outside school is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents. It is therefore important to treat anything you hear or see in school with regard to particular children, as being in absolute confidence and entirely a matter within the school. Similarly you may find that parents who are friends will ask about the progress or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you suggest that if they are worried in any way about their child then they must discuss the matter themselves with the head or the class teacher.

The school accept the service of all volunteers with the understanding that such service is at their sole discretion. Volunteers must therefore be advised that at any time, for whatever reason, the school can decide to terminate the relationship.

Thank you

In case we forget to say so, please be assured that we really do appreciate your help!

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

What you need to do now

Please sign the last page of this document so that we know you agree to this policy. The office staff will require the original for our single central register. You also need to complete a DBS, which you can also get from the office staff. We will let you know when your DBS clearance has been received. You are now ready to volunteer at Welford on Avon Primary School.

I offer my services voluntarily and unpaid as a helper at Welford on Avon Primary School. I understand that I will work under the direction and supervision of the class teacher when working in the school. I understand that I will not discuss or disclose any issues witnessed, or the performance of any child, while helping in school. Any concerns or observations will be discussed with the Class Teacher or Headteacher.

I also understand there is no provision for personal accident cover.

I will sign in and out at the Office for each visit in accordance with the fire regulations.

I have applied for / received a DBS check.

Signed

Print name

Date