



Parental Helper and Volunteer Agreement / Policy

Agreed: May 2023

Review: May 2025

Signed: Andrew Sewell Headteacher

Signed: Rev Steve Holt Chair of Governors

We welcome parent helpers into both of our schools and recognise the valuable assistance they can provide. Working in school comes with responsibility in terms of confidentiality and safeguarding. Regular helpers will always be subject to a DBS check so that the school can be made aware of any safeguarding issues, this is not optional.

Working in school gives helpers access to confidential information. Helpers can easily gauge the relative attainment of children simply from observing. This is potentially sensitive information.

Parent Helpers and Volunteers working in either school must agree to the following:

- All conversations overheard or participated in within the school are strictly confidential. Opinions and points of views of staff must not be shared without express permission of the Headteacher.
- All pupil information in terms of achievement and behaviour are confidential.
- In coming into school you are agreeing to uphold the policies and routines the school has put in place.
- Any concerns you have about children in terms of safeguarding must be passed on to the Headteacher (Who is the named child protection officer) or in his absence the base leader.
- Under no circumstances should personal concerns and observations be shared with other parents without the express permission of the Headteacher.
- We expect all volunteers to comply with our behaviour policy, particularly in terms of how children are spoken to and disciplined.
- Volunteers who encounter any behavioural issues from children should consult with the class teacher in the first instance. Regular volunteers will need to use appropriate sanctions as outlined in the discipline policy but the scope of this is strictly as the discretion of the class teacher.
- Volunteers should treat all members of staff and helpers with equal respect.

- No photographs may be taken within school without permission of the Headteacher. No photographs may be shared on social media. Volunteers must comply with the terms laid out in the staff code of conduct / discipline policy.
- No information about the school; personal opinions and observations may be shared on any form of social media.
- Volunteers should not place themselves in situations where they are alone with children.
- Volunteers should not take part in the intimate care regimes of any pupils without express permission and forward planning.

Failure to comply with these rules may be considered a safeguarding issue and the school reserves the right to terminate any voluntary placements.

Volunteers should make themselves familiar with the following policies:

- Behaviour
- Staff Code of Conduct and Discipline

They should be aware of the location of the Whistle Blowing Policy

I have read and agreed to the above information

Print Name _____

Signed _____

Date _____