

# Parent Helper Guidelines

(This booklet explains our approach to parents and carers who are able to offer their help in school)



## Mission Statement

With Christ at the heart of our Catholic community,  
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service  
to God and each other

**March 2016**

## **Parent Helper Guidelines in school and during school trips**

Thank you for volunteering to help our children in 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 school to help with a variety of tasks such as ICT, cooking, hearing readers etc. Other parents help when the children are taken on school trips outside school or will volunteer to walk children from the school to organised venues. In the vast majority of cases parent volunteers do not support children who are in their own children's class but will support elsewhere in the school.

The aim of this booklet is to give you all the information you need to make your time both worthwhile and enjoyable. In whatever way parents offer their time, we are always extremely grateful. Thank you for your support.

At English Martyrs Primary School we want children to be happy and confident and to develop an enduring love of learning.

### **We aim to:**

- Provide a rich and balanced curriculum, encouraging creativity whilst promoting high standards, so that children can learn successfully
- Value individuality, promote respect for other cultures and beliefs and provide equal opportunities for all
- Encourage children to respect and value themselves and others
- Acknowledge the solid learning foundations from children's early years. Helping them to move on with growing independence and confidence
- Develop a positive partnership with families and the wider local and parish community
- Encourage children to take responsibility for themselves and others and for their learning and their environment
- Create an environment, which is welcoming, secure, supportive and fun and where all achievements are valued
- For children to feel special and valued, we are all individuals and each one of us has talents we can share with others

Parent helpers have a valuable role in helping us to fulfil these aims.

### **Safeguarding**

There is a requirement for schools to carry out a Disclosure & Barring Service (DBS) check for all staff and volunteers who have regular unsupervised contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you 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 you first start as a Parent helper, you will be given a copy of the school's Safeguarding Policy and the DfE's Safer Working Practices booklet. You will be asked to sign to say that you have received and read these.

If a child tells you something that causes you concern, please tell the class teacher or Head Teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear. All information disclosed is strictly confidential and must not be repeated within the school outside of this group or outside of the school.

## Security

On arrival at school, please sign in at the office where you will receive a volunteers' lanyard. You will also be given a health and safety leaflet which you will be asked to sign that you have read and understood.

## Parent Helper Guidelines

- **Confidentiality** It is very important that all staff, parent volunteers and other adults working in the 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.
- 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 you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for a school setting.
- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in school and settle down after a few weeks.
- Please don't 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 - 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 office.
- All children are to be spoken to in a polite and respectful manner and it is expected they should also speak to you in this way.
- Refer First Aid to the office

## Tea/coffee arrangements

There are tea and coffee making facilities in the staff kitchen. This is provided free of charge and the cost will be met by the school.



## Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's Policy on off-site visits. If you have any questions about a school trip, please see the class teacher.



We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- The class teacher is responsible for and will oversee matters of first aid and medication
- Parents may not always have their own child in their group.
- The teacher will give parent helpers 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. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher or teaching assistants are 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 your group 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 you need to leave your group for any reason, please inform another adult.
- Children should always carry their own bags.
- Please do not take the children to gift shops (even your own in secret) unless instructed by the teacher
- If appropriate, children will be permitted to bring their own money on the trip. The children are responsible for their own money and any spend must follow the class teacher's rules. Please do not give your own children additional money as this would be unfair to others.
- Parents volunteers are asked to keep the same degree of confidentiality as in school and not speak to others regarding children are staff to others.