

Before you can volunteer in classrooms, we would like you to read this information and we would then ask that you sign to show that you agree to follow the outlined procedures.

On agreeing to follow these procedures, you must then complete a PVG form and hand it in to the office.

PVG Form

Angus Council requires all volunteers regularly helping in schools to complete a PVG form.

Through the completion of this form you are giving permission for checks to be made regarding your suitability to work with children.

Parent / Carer signatures –

Print Name:

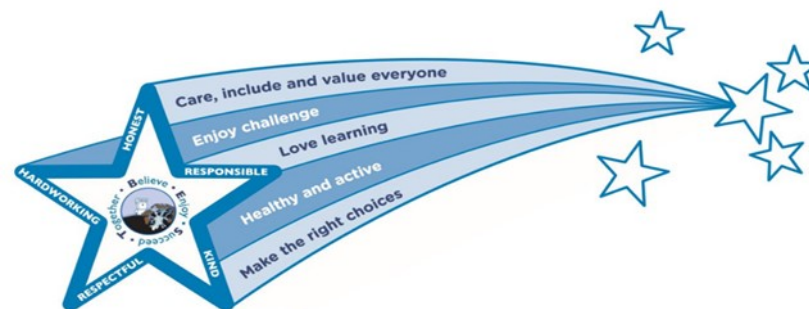
Signature:



Whitehills Primary School



Parent Helper Induction Guidelines and Procedures



August 2023

What is a Parent Helper?

There are many different ways in which parents can help at Whitehills – on an ad hoc or regular basis.



This can include:

- Helping with literacy and numeracy
- Helping classes visit our school library
- Sharing your professional skills (for example, if you're a doctor, you might go in to talk to a class whose topic is healthy living)
- Helping with classroom activities such as arts & crafts, cookery etc.
- Helping on school trips
- Helping with sporting events



Ultimately, a parent /carer helper's primary goal is to positively impact pupil achievement:

academically
socially
physically and
emotionally



Child Protection

If you have any concerns about the health and safety of a child at Whitehills or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Do not worry that you may be reporting small matters – we would rather you tell us things which turn out to be small than miss a worrying situation.

If you think the matter is very serious and may be related to a child protection concern e.g. physical, sexual, emotional abuse or neglect, you must talk to the class teacher or one of our school Child Protection Designated Officers – Mrs McDiarmid, Mrs Peters, Miss Donnachie, or Mrs Flynn.

If you are unable to contact them, then you can ask the office staff to find them and ask them to speak to you straight away about a confidential and urgent matter. You may also be asked to write down your concern.



Fire Safety

On discovering a fire:

Proceed to the nearest break glass unit, and activate the fire alarm by breaking glass cover.

Evacuate the building by the nearest fire exit.

Please look after evacuating yourself, staff will ensure that all children evacuate the building safely.

DO NOT TAKE RISKS



On hearing the alarm:

Activation of the fire alarm indicates that an evacuation of the building is necessary, and everyone should leave the building immediately.

Proceed to the nearest assembly point which is in the playground, and report to a member of the SLT.

Please ensure you are familiar with the fire evacuation route for the area of the building you are working in.

Please make sure you know your way out, how to raise an alarm and the location of the assembly areas.

How do you become a Parent Helper?

Sometimes, there will be a call-out for people with particular skills to help out in school.

There may be an appeal in the newsletter for people to come forward if they're able to help children with a gardening project, for example.



Helpers for occasional activities like going on school trips are more likely to be chosen on a first come, first served basis. However, if the school knows that you're generally available and are keen to be involved, we may approach you directly.



Children often behave differently when their own parents / carers are in the classroom, whether by being clingy or showing off, therefore you will never be allocated to work in your child's class to support the learning.

The most sensitive issue around parent helpers in school is confidentiality. Parents hand their children over to the school trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality.



As a volunteer, you are a member of an educational team. All information concerning children, teachers, and the school is confidential and should remain in the school setting.

This confidentiality includes, but is not limited to, pupil achievement, pupil behaviour, conversations heard amongst staff, concerns with teachers and staff, incidents with pupils, health and medical issues, and parent information.

Occasionally in school you may 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. Any information that leads you to believe a child is at risk should be mentioned to the class teacher/SLT.

Any conversation with parents outside of school is a breach of the school's confidence. Even a comment such as, 'your son is a good reader,' is not acceptable as others will wonder why you have not said that to them. It is very 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 progression 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 firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher in the first instance.

When helping in school, please make sure you sign in at the office and collect a visitors badge to wear. Please remember to sign out at the end of your visit and return the visitors badge.

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. Always allow the teacher to manage discipline.

Please keep your mobile phone on silent during your time helping at school. If you have to take a call in an emergency, please leave the classroom.

Parent helpers must not take photographs / record videos in school

