

# **Auchinloch Primary School & Nursery Class**



## **Parent Volunteer Policy 2018**

## **Parent Volunteer Policy**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

### **Aims of Volunteer Helpers Policy:**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

### **Volunteer helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience

### **Volunteer helpers may support the school in a number of ways:**

- Supporting individual pupils within classrooms
- Hearing pupils read – positive encouragement and support
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)
- Leading after school clubs

### **Volunteer helpers are not allowed to do the following activities**

- Take responsibility for all or some of the class.
- Change the clothing of children or supervise them changing.
- Supervise children engaged in PE or other specialist activities.
- Take the children off the school site without a teacher in charge.
- Take children to the toilet on their own.
- Photograph the children on a personal device.

**The responsibility for the health and welfare of the children remains with the school staff member at all times.**

### **Signing In**

When any helper arrives in the school they must sign in at the school office and collect a visitor/volunteer badge which must be worn at all times in school. Details of arrival time and the area of school in which the volunteer will be working should be recorded in the designated 'visitor book'. Volunteers/visitors should also sign out when they leave the premises.

### **Safeguarding**

Most of the activities that you will be working to support will not require a PVG membership. PVG membership is only required if:

- Volunteers are in sole charge of the children
- There is opportunity for unsupervised contact
- Volunteers are teaching/coaching pupils

In these instances, PVG disclosure will be required and will be paid for by the school. PVG is not a legal requirement but is a safeguarding procedure.

### **Confidentiality**

We recognise that in order for staff and parents of children in school to be confident about helpers in school, all volunteers will be required to agree to a protocol regarding confidentiality and conduct. Volunteer helpers will be asked to sign a 'Volunteer Helpers Agreement', a copy of which will be kept in school.



## **Auchinloch Primary** **Parent Helper's Agreement**

Please read and sign the document below to confirm your agreement with the following school expectations of you, as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour at Auchinloch Primary School
- Ensure that the children you work with behave and work well
- Ensure the children treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task which you feel unprepared to complete

Signed .....

Date: .....

Volunteer Helper: .....

Date: .....

I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything which concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8:30 a.m.
- Respect and listen to the guidance of the teacher at all times
- Complete the necessary Safeguarding checks
- Disclose any criminal allegations to the Head Teacher prior to starting as a Volunteer Helper at Auchinloch Primary School.

I agree not to:

- Look at, or compare, children's work, records or staff records.
- Share any information about a child or member of staff with anyone outside the school staff team.
- Take photographs or videos of children on a personal device.
- Make negative comments on social media about school, pupils or staff.

Signed ..... Date: .....