



Norbriggs Primary School

Where Every Child Counts

Parent & Volunteer Policy

Agreed by Headteacher:

Arran Tasker

Agreed by Governing Body:

Karl Richardson

Date:

September 2025

Next Review Date:

September 2026

Statement of Intent

Norbriggs Primary School should be open and welcoming to all who would like to support our pupils. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our primary responsibility is for the safety of the children in our care and their education.

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.

Aims

Our aims are to:

- To support pupils in their learning.
- To ensure that parents and volunteers are welcomed and valued as members of the school community.

Recruitment

People working or volunteering in school are role models to the pupils. Therefore, they must uphold the highest standards of behaviour both in and outside of school, and reflect our school values of respect, responsibility and resilience.

The academic standards that our children are expected to reach are very high, even for our youngest children. Therefore, volunteers must have a good level of spoken English and a minimum of Grade C or level 4 in English and Maths, or equivalent.

A time scale of 4 weeks will be in place for all volunteers. If you wish to continue volunteering beyond this, a request must be made to the headteacher, who will make the decision. This is to ensure fairness and the opportunity for other members of the community to volunteer.

What you Need to Know

- All volunteers will meet with a member of the school's senior management team, who will explain relevant Health and Safety policies, including what to do in the case of a fire.
- When volunteers arrive in the school they must sign in at the school office. They will be given a visitor's badge, which they must wear at all times. The signing-in sheet will give the date and time of arrival.
- Volunteers must also sign out, stating the time they are leaving and return their badge before they leave.
- Volunteers no longer need to have a DBS certificate to work in school as long as they are

supervised by a member of school staff.

- We ensure that volunteers are known to the school or come through a reputable institution e.g. the local High School, College or University.
- There will be occasions when the Head Teacher declines to accept the help of a parent or volunteer if they believe it will not be in the best interests of the school community. The teacher must always have the last word on what happens in a classroom.
- We also know that for staff and parents of other children to be confident about your role, you need to agree to a protocol about confidentiality and conduct. We will ask you to sign this to indicate your agreement and a copy will be kept in school.
- You **MUST** let the teaching staff know of any inappropriate behaviour. If you let it go, the children will learn that it is alright to behave less well for some people than others. That will make everyone's job harder and the child is less likely to develop a strong sense of respect.
- Helping to clear up is an essential part of learning too. We want all children to see clearing up as a natural part of the activity. A volunteer should never be the one who clears everything away – which would give negative messages to the children about your role and about their responsibilities.
- Children learn some things very quickly from the actions, words and attitude of the people around them. We must be positive role models. They are not always the things we plan for them to learn in the classroom e.g. they pick up good manners from the adults at home and from the adults in school. Therefore, it's important that all our own behaviours in school are always those we want the children to copy.
- Mobile phones should not be used whilst you are working in school. If you need to use a mobile, this must be done privately on breaks or requested to the head teacher.

Confidentiality

- The most sensitive issue around parents and volunteers in school is confidentiality. Parents hand their children over to the school for the best part of every weekday 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 and follows the protocols.
- There are other things as well as children's progress that need to be kept confidential. Some children have medical needs to which we have to attend – perhaps an allergy or a condition that affects their daily learning. Some families have complex circumstances which mean that a child is not able to join in some activities. Some children may be experiencing a traumatic time at home and their behaviour in school may be affected.
- As a volunteer in school you may be asked by other parents about their own or other children. If this happens please politely tell them that you are unable to discuss school matters, if they want to know then they must ask the class teacher.

- It is also possible that a child will tell you something which is very worrying. Please always refer any concern immediately to the class teacher or Headteacher.

The headteacher has the discretion to cancel any volunteering agreements earlier than the 4-week agreed time scale, if the volunteer fails to meet these expectations.

Parent & Volunteer Agreement

NORBRIGGS PRIMARY SCHOOL

We promise to:

- o Ensure that children learning with you behave well
- o Treat you with respect and expect the children to do the same
- o Let you know in advance if we have changed the plan for the day and will not need you
- o Treat anything you tell us with complete confidentiality

We promise never to:

- o Expect you to deal with difficult or challenging behaviour

THE PARENT AND VOLUNTEER

I promise to:

- o Inform the teacher of any inappropriate behaviour
- o Treat any information with total confidentiality – I will not share any information about school work on social media or discuss school work with people outside of school.
- o Let staff know if I can't come in. This may affect the teacher's planning
- o Respect the guidance of the teacher at all times

I promise never to:

- o Look at or compare any child's work books or records or staff notes
- o Share any information about a child or member of staff with anyone outside the school staff
- o Speak ill of any child as a result of things you may have seen them do in school
- o Discuss information with parents which you may have access

Print Name Signed Date