

Parent/Carer and Voluntary Helpers Policy



Aims

- To give clear guidelines on the procedures that must be undertaken in order to become a parent/carer/voluntary helper in Coldean Primary School.
- To give clear guidelines on the policies and procedures that must be adhered to when working with the school.

Policy Statement

The school pays full regard to most recent Government guidance, currently the DfE's "Keeping Children Safe in Education". We ensure that all appropriate measures are applied in relation to everyone who works or volunteers in the school who is likely to be perceived by the children as a safe and trustworthy adult, including parent/carer volunteers, voluntary helpers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews, and an Enhanced with Barred list DBS check (Disclosure & Barring Service) and providing honest and accurate references when individuals move on, where appropriate.

This school recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Principles and Strategies

- Mr Nigel Watson (Deputy Head) is the appointed member of staff responsible for parent/carer volunteers and voluntary helpers in the school.
- A **voluntary helper** is any adult, who is not a member of staff, who has regular contact with children within school. 'Regular' means three or more times in a 30-day period, or once a month.
- A **parent/carer voluntary helper** is an adult who is directly responsible for the welfare of a Coldean Primary pupil outside of school *i.e. mother, father, carer assigned by the local authority, grandparent (when the parents are not taking care of the child)*
- A **voluntary helper** is any other adult who has passed additional checks in order to help out in the school.
- A **parent/carer voluntary helper** who helps out on an educational visit or ad-hoc basis will not be required to have an enhanced DBS disclosure. However this is at the discretion of the Headteacher, who may require that a check is undertaken.
- Voluntary helpers are warmly welcomed to help in school at times that are mutually agreed.
- Volunteers helping in school with children are always under the supervision of a teachers or member of the senior leadership team.
- Volunteers will agree to appropriate checks and upon successful completion, sign an agreement (see below).
- The school will keep a signed and dated copy of the agreement. Any breaches of the agreement will result in the voluntary helper being asked not to return.
- Volunteers must ensure that they are fully conversant with the agreement before coming into help.
- Volunteers will have an Induction session prior to beginning their voluntary work which will include training on: child protection/safeguarding, confidentiality, behaviour management, data protection, emergency procedures, whistleblowing.

Procedures to become a parent/carer volunteer:

1. Parent/carer volunteer will arrange a meeting with the Front Office.
2. Parent/carer must bring the following identity documents to this meeting: passport; driving licence; birth certificate; utility bill and bank statement (from last 3 months).
3. The school's Office Manager will support the parent/carer to complete the online application for an Enhanced with Barred List information DBS (Disclosure & Barring Service).
4. All Enhanced with Barred List (DBS) checks must return 'negative'.
5. The parent/carer will then sign a copy of the *Voluntary Helpers in Schools Agreement* (below);
6. The Office Manager will enter the parent/carer volunteer's details, including the enhanced DBS disclosure number, onto the school's Single Central Record and the Volunteer's Register (RED_1\$ > SINGLE CENTRAL RECORD)

Procedures to become a voluntary helper:

1. Completion of a Brighton & Hove Schools Support Staff Application form (*Sections 5 & 7 can be left blank.*)
2. Two references will be taken from the form enquiring as to:
 - The volunteer's suitability for working with children and young people;
 - Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children;
 - Performance history and conduct;
3. Upon receipt of two successful references, the volunteer will be invited for an interview to determine their suitability to work at the school.
 - Appropriate safeguarding questions will be asked *i.e. examples of working with children.*
 - It should also be ascertained as to whether any criminal convictions, 'spent' or 'unspent' would show up on a DBS disclosure.
 - Valid proof of ID seen and photocopied for records. From 28.05.12 valid proof must be one of the following: *Passport, UK Biometric Resident Permit, GB or NI Driving Licence or original UK Birth Certificate*
4. The volunteer will arrange a meeting with the Front Office.
5. The volunteer must bring the following identity documents to this meeting: passport; driving licence; birth certificate; utility bill and bank statement (from last 3 months).
6. The school's Office Manager will support the volunteer to complete the online application for an Enhanced with Barred List information DBS (Disclosure & Barring Service).
7. All Enhanced with Barred List (DBS) checks must return 'negative'.
8. The volunteer will then sign a copy of the *Voluntary Helpers in Schools Agreement* (below);
9. The Office Manager will enter the volunteer's details, including the enhanced DBS disclosure number, onto the school's Single Central Record and the Volunteer's Register (both of which are on the shared s:drive)

A copy of the signed agreement should be kept along with all other relevant documents in the Voluntary Helpers file in the office. The volunteer for his or her own reference should also retain a copy.

Office use only:					
Availability	M	T	W	TH	F
AM					
PM					

Preferred year group(s)	
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Identity checks complete?		Enhanced DBS details + barred list check on single register?	
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Induction date:		Reading Training date:	
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INDUCTION POLICY

Safeguarding Policy		
Behaviour Management Policy		
Health & Safety Policy		
Risk Assessment for Implementing Protective Measures		
Whistleblowing Policy		

VOLUNTARY HELPERS IN SCHOOLS AGREEMENT

Thank you for agreeing to work voluntarily in Coldean Primary School - we do appreciate all the help and support that is given by so many parents/carers and friends of the school. To protect the children in our care we ask all volunteers to agree to certain rules and before signing we would ask you to read them carefully.

- Please consult with the member of staff you will be working with and agree a mutually acceptable timetable. Once this has been agreed, we ask that you come on at the agreed times so as not to disappoint the children or inconvenience the member of staff who will have planned your activity. Please try and keep to the times agreed - it is difficult for staff if helpers are late and there is not time to discuss planned activities.
- If you are unable to come for a session, please telephone the school as early as possible so that the member of staff to which you are assigned can change planning accordingly (It is helpful if you are able to give at least one day's notice, if possible).
- All voluntary helpers must sign in at the Main Office and wear a Visitors Badge for the duration of their time in school.
- We suggest you wear casual clothing - remembering that young children will often be engaged in messy activities. However, no jeans or leggings should be worn.
- Please expect the children to address you as "Miss, Mrs, Ms or Mr . . ." and not by your first name, even if they would usually use this out of school.
- Parent/Carer voluntary helpers should be aware that their presence in the same classroom as their child can sometimes cause adverse reactions and to consider carefully the beneficial results of helping in a different classroom. The staff reserve the right to make this request if at any time they feel that difficulties are arising.
- You should never be left in any room with children on your own. Reading volunteers may use corridors/open areas.
- Expect all the children to behave with respect towards you and to do as you ask them. Please ensure that you have read the school's Behaviour Management Policy and understand the Golden Values. If they do not follow these, please inform the class teacher immediately and they will deal with the matter. On the positive side, if you feel that a child deserves recognition for good learning or behaviour, please tell a member of staff and they will award House Points.
- You are welcome to support the children in their learning activities, however this does not include playtimes and lunchtimes.
- We would appreciate it if you would respect the privacy of the staff in their staffroom and have your break in the classroom. We are happy to provide volunteers with tea and coffee at playtime - please ask the class teacher or classroom assistant.
- No adult, apart from SLT, should have any mobile device on them whilst working with children. Staff will be happy to provide secure storage for any valuables that you may have.
- All adults have a collective responsibility for health and safety and anything that appears to present a risk should be reported to a member of staff without delay.
- Before dealing with any bodily fluids, please ensure that you are wearing rubber gloves. These can be found in any classroom First Aid kit.
- Please ensure that you are familiar with the Emergency Evacuation procedures for the room that you are working in. Leave the building by the nearest Emergency Exit and meet at the muster point on the Junior Playground.

CONFIDENTIALITY

In school you will be asked to work with a variety of children and activities, and will observe and work with children at very different levels of ability. We ask you not to discuss out of school anything you observe in the

school or discuss individual children you have worked alongside, with their parents out of school. There have been unfortunate incidents in the past when volunteers have not followed this request and misunderstandings have occurred. If you do see anything in the classroom that you do not understand or feel concerned about, please speak to the class teacher about the matter in confidence.

IMPLEMENTING PROTECTIVE MEASURES AGAINST CORONAVIRUS

The following guidance is specific to working in schools during times of heightened risks to public health e.g. *during viral pandemics*

- **Do not enter** the school building if you are suffering from any of the following symptoms:
 - a high temperature ($\geq 38^{\circ}\text{C}$) – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- **Do not enter** the school building if you are **clinically extremely vulnerable** as defined by NHS. Shielding guidance is available here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Ensure that you are adhering to the local & national restrictions to reduce transmission and not inadvertently infect others.
- Arrive 10 minutes before your start time to allow time for any updates from the Senior Leader/s in charge.
- Wash or sanitise your hands on entry, exit to school and at regular times throughout the day. Hand sanitiser stations for adults are in every classroom. Soap and hot water is available in staff toilets and most classrooms.
- Ensure you bring your own water bottle & mug to use in school. These should be taken home each day.
- We ask all adults to wear face masks/coverings when in shared spaces, corridors or offices, to reduce transmission between adults. When supporting children in learning activities we leave it to the discretion of the adult if they wish to wear a face mask/covering.

THANK YOU SO MUCH FOR YOUR HELP AND SUPPORT

I have read and understood the conditions above and agree to follow them whilst helping at Coldean Primary School.

Name:	_____	Telephone:	_____
Address:	_____ _____ _____		
Email:	_____	DoB:	_____
Signature:	_____	Date:	_____

Please complete and sign the form. We will retain a copy and give you this copy for your records.