



Ashford Park Primary School

'Inspiring a love for lifelong learning'

Guidance for Parents and Carers who support in school

In order for you to work in school as a volunteer, you will need to complete a DBS form and Volunteer Application 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. You will be asked to sign to say that you have read and received this.

If a child tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Security

On arrival at school, please sign in at the office where you will receive a volunteers' lanyard. Please sign out when you leave and return your lanyard.

Please ensure that your belongings are stored safely in the area you are working in and your mobile phone is switched off or on silent mode.

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 being in school.
- 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 class 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 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 or office know.

Headteacher: Mrs Sarah Tarrant
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