



## Moredon Primary & Nursery School

Moredon Road, Swindon, Wiltshire SN2 2JG

Tel: 01793 600344 Email: [admin@moredon.swindon.sch.uk](mailto:admin@moredon.swindon.sch.uk)

Website: [www.moredon.swindon.sch.uk](http://www.moredon.swindon.sch.uk) Follow us: @MoredonPrimary

Principal: Mrs Claire Leach

### Information and Guidance for Parent Helpers and Other Volunteers

September 2021

#### Welcome

Thank you for volunteering to help our children in school. We feel that the involvement of parents in education is vital and we encourage active participation in many ways. Some parents come to school to help with a variety of tasks such as art, cooking and especially reading and usually work with small groups in specific classes. Some parents help to run after school clubs again working with small groups. Other parents help when children are taken on visits outside school or for outdoor learning.

We believe that our school should be open and welcoming to all who would like to support the children. However, our overriding concern is for the safety of the children in our care. This document sets out the 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 and safeguarding. All parents who help in school on a regular basis will be provided with a copy of this document and asked to sign a copy of it as a confirmation of understanding.

We hope you find the information in this document helpful. If there is anything else you feel would help you, please let us know.

#### Aims

- To ensure that parents and other volunteers are welcomed and valued as members of the school community.
- To give clear guidelines on the ways in which parents can help in school

#### Information

**DBS certificates:** There is a requirement for schools to carry out a Disclosure and Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS form with our Senior Pupil Services Officer. 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.

**Security:** For security reasons, please use the main entrance of the school and sign in using the iPad next to the office. Please ensure that you sign out again when you leave. This enables us to know who is on the premises in case of fire or other emergencies. We will issue you with a visitor badge which you should wear for the entire duration of your time in school.

**Fire Procedures:** The fire alarm is a two toned continuously alarm. When it sounds, the teacher will lead the children from the room in silence through the designated exit. If you are working with a small group of children in another part of the school, make sure that all the children are there and then take them out by the nearest fire exit onto the MUGA. Do not let them go back into the classroom for personal belongings. You must also leave the building without stopping to collect personal belongings. Please check your nearest exit before working with a group of children somewhere other than in the classroom.

**Attendance:** If you are a regular helper and you are unable to come in, please let the class teacher or phase leader know in advance to help with planning. Thank you.

#### Guidelines

There will always be a member of staff present when parents and other volunteers help in school. If you are helping in the classroom the class teacher will explain the task, what is required of the children and the helper's role within that setting. Parents are expected to work co-operatively and professionally with staff. If you are unsure of what you have been asked to do, please check immediately, either with the teacher or a teaching assistant.



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Primary Director: Mr Simon Cowley Principal: Mrs Claire Leach

If you are working with a group of children and there are any behavioural issues or other difficult issues during the session, please report to the class teacher straight away who will be able to help and deal with the situation.

Please encourage the children to be independent. Encouragement and support are required whilst not doing things for the children. It is a difficult balance to strike but a really important one! If you are unsure, please speak with the class teacher.

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 and you as helper should never be the one who clears everything away. Please encourage all children to take part in this at the end of an activity.

Children will sometimes push the boundaries when working with a parent or volunteer. If this happens, quietly prompt them to make good choices and remind them of what they should be doing. However, if any negative behaviour continues, please send the child to the class teacher straight away.

We seek to promote positive and acceptable behaviour and, in doing so, will actively praise and reward good behaviour and children demonstrating our school values. Children can be rewarded through the use of stickers or house/DoJo points. Children can also be sent to see the Principal to show their work. Children very quickly learn from the actions, words and attitudes of people around them. Therefore it is important that all our own behaviours in school are those we want the children to learn from.

Please be aware that if your own child is in the class you are helping or in the club you are running, your presence may well affect your child in all sorts of ways. Please prepare your child for the experience in advance by explaining that you will be in the class to help all the children, the teacher is in charge and you have to do what the teacher has asked. Please do not use the opportunity as a parent helper to seek additional information about your own child or other children or just to work alongside your own child in school.

We use surnames when addressing staff when the children are around as a mark of respect. We will also use your surname when you are helping in school. Please introduce yourself to children in this way, even if they know you outside of school. The school is organised and run in an orderly fashion and we expect parents to support this by being mindful of their conduct and dress.

### **Safeguarding**

If a child tells you something, you observe something or a child acts in a way that causes you concern, please inform the school's **Designated Safeguarding Lead (DSL)** immediately. At our school this is Claire Leach. If the DSL is not available you should report immediately to one of our Deputy DSLs (DDSL). At our school this is Emma Preen, Fiona Prendergast and Angie Harris. You may be asked to record your concern on a form but will be given guidance on this if necessary. This will be uploaded to our secure online portal and will only be used if the concerns need to be reported to MASH (Multi-Agency Safeguarding Hub). If you have any concerns at any time about the way a child has been treated by an adult in school or any aspect of classroom practice, please raise the issue immediately with the **Principal**. Please remember, we all, as members of society, have a responsibility to report any concerns that you have. All parent helpers are invited to an annual child protection and safeguarding update workshop early each academic year. We encourage you to come annually if you are a regular parent helper or other volunteer.

We have to follow very careful guidelines on aspects of physical contact with children. Please remember not to initiate contact with children and discourage over-familiarity. If you are helping dress/undress for PE for example, encourage the child to do as much as possible for themselves. Make sure you are not left alone with an individual child when they are changing. Please do not lift, carry or move a child in any way.

### **Confidentiality**

Everyone working within the school is expected to respect their position and the access they have to confidential information.

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 not just children's progress and behaviour that needs to be kept confidential. Some children have medical needs to which we must attend; some families have complex circumstances, which mean a child must not join in with some activities; some children may be experiencing a traumatic time at home and their behaviour at school may be affected. Everything you see, hear or observe is strictly confidential and must not be discussed with other parents, family or anyone else outside of school.

It is important that you understand that, at times, teachers will need to discuss children or their concerns with each other. We have well-defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns. If a parent helper is approached by a parent and asked for information s/he should refer that parent to the class teacher.

Similarly, parent helpers and volunteers working in the classroom 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. If you are concerned about something you have seen or heard, or you have any queries or problems, please find a convenient moment to speak to the class teacher or, if you feel it necessary, the Principal.

### **Thank you!**

Finally, thank you very much indeed for your time, enthusiasm and patience. Both children and staff reap enormous benefits from your involvement in school and we hope that you enjoy helping in school and find it to be a rewarding experience!



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## Agreement to follow guidelines for volunteers working in school

Please sign and date below to confirm that you understand what you have read above and agree to volunteer in school following these guidelines. Please return this slip to the school office. Thank you.

Name:

Signature:

Date:



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