



# Normanhurst School

## Parent Helper Policy

We recognise and value the effort taken by parent helpers and other volunteers who contribute towards school activities. We encourage your assistance and acknowledge that many school activities would be at risk if it weren't for your help.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures that will be followed by appointing, managing and supervising parent helpers and other volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for pupils.

Activities that parent helpers are engaged in might include:

- Accompanying school visits / trips.
- Activities during lessons.
- Working with small groups of children.
- Assisting practically during events in the school eg assemblies/schoolplay.
- Hearing children read.
- Undertaking art & craft activities with children.
- Running after-school clubs e.g. drama, art, sports etc.
- Helping with school discos and other Parents' Association events.

### **Statutory guidance on the recruitment of a parent helper**

Anyone wishing to become a parent helper or volunteer, either for a one off event such as a school visit or on a more regular basis, eg hearing children read, will need to complete the enclosed form after discussion with the School Office or class teacher.

The school will follow the statutory guidance by the Department for Education, which states that a school should adopt the majority of the recruitment measures it would put in place for paid staff. It is the Oak-Tree Group policy to implement a streamlined procedure when recruiting parent volunteers to include background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a Barred List and Disclosure and Barring Service (DBS) check. This is standard practice for anyone in regular contact and / or in a position of trust with children. Any criminal convictions must be declared.

Parent helpers should complete the attached *Volunteer Information Form* with their contact details, type of activities they would like to help with and the times they are available to help. The school will have regard to all Safeguarding Children procedures. All parent helpers helping children at our school must be supervised at all times and made aware of our child protection policies.

### **Equal opportunities**

We do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender or sexual orientation, per the Equality Act 2010. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

## **Procedures**

### *Consideration*

Before a parent helper or volunteer is able to help with children, he/she must meet with the Head and the teacher who will supervise the activity/trip/session so that the parent helper's suitability can be assessed. In the interest of Child Protection, the Head has the power to refuse a parent helper at any time.

### *After consent is given*

After the Head has agreed to the parent helper helping at the school, all documentation necessary for the completion of the background checks will be gathered by the Group Bursar.

### *The first day*

On the first day of activity/trip/session, the parent helper must sign-in at the office and then report to the Head or supervising teacher. The Head/SLT will arrange a brief induction of around 15 minutes that will present an overview of:

- Behaviour expectations in school
- Expectations for the activity/trip/session
- Punctuality and attendance
- Basic safeguarding procedures including procedures about the use of mobile telephones
- Information about lunches, breaks, the use of the staffroom/toilets etc
- Fire procedures

## **Welfare and safety of pupils and parent helpers**

The School aims to ensure that activities are planned properly and safely, and that parent helpers are informed of these plans. All parent helpers will have access to a member of school staff should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, all parent helpers should:

- Sign-in and out of the building at the office
- Wear the visitor's badge at all times

Parent helpers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (eg evacuation) and safety aspects of being involved in a particular task.

## **Supervision**

All volunteers work under the supervision of the teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Parent helpers and volunteers should be given clear guidance as to how an activity is carried out, and are encouraged to seek further advice in the event of any query or problem regarding children's understanding of a task or behaviour.

## **Internet use and social networking**

All volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. The school's Use of ICT Policy should be complied with at all times.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding the parent helper working at the school or any activities that may bring the school into disrepute and/or may cause questions regarding the individual's suitability to work with children. Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

## **Absence**

If a parent volunteer is unable to attend a pre-arranged session for any reason, they are required to inform the school by calling the office number by 8.30am. If, for any reason, a parent volunteer is called away while working at the school, they should inform their supervising teacher, the office and sign out before leaving the premises.

## **Confidentiality**

All information on individual pupils and members of staff is confidential and the sharing of data is protected under the Data Protection Act 1998.

Volunteers are not permitted to discuss children's or staff members' personal information with anybody else, whether inside or outside school. A volunteer working in school may become aware of confidential information about children. Confidentiality is vital to building trust between parents, staff and children, giving piece of mind to all parents and it maintaining the professionalism of the school. It is unacceptable to discuss anything relating to individual members of staff or children outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Any individual who breaks this confidentiality rule will no longer be able to be a volunteer.

There may be instances where parent helpers must pass information to the Head or teacher. These include incidents where a child is upset or when a child discloses that he or she is being harmed in any way. Parent helpers are strongly advised to report this to the child's teacher and/or Designated Safeguarding Lead as soon as possible. Under no circumstances should the child's parents be contacted directly.

## **Role as staff**

The children are expected to treat any volunteers carrying out school activities as member of staff. Volunteers should expect and accept only the highest standards of behaviour from them. We ask that volunteers do not eat or chew in front of the children. All adults should act as exemplary role models to the children.

## **Off-site Trips and Visits**

School trips are an integral part of learning at our school and bring children many opportunities that are outside their usual experiences.

### *Role of the Parent Helper*

- to be responsible and look after, in equal measure, all of the children in an allocated group.
- to stay with the allocated group of children, ensuring that their well being and safety is maintained for the duration of the trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the public.
- to ensure that the group keeps up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- to contact the child's class teacher/member of staff if there are issues with first aid, safety and/or behavior.

### *Working alongside school staff*

School staff expect volunteer helpers to:

- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information and helping to explain areas of interest.
- follow guidance from the school staff.

### *What is not permitted*

- Parent helpers are not allowed to bring additional siblings on the trip.
- Parent helpers are not allowed to re-organise school visit groups.
- Parent helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.

- Parent helpers are not permitted to take photographs of children either on a camera or mobile phone.
- Parent helpers should avoid using personal mobile phones during the trip unless in an emergency and as directed by the teacher
- Parent helpers are not allowed to give/buy their group treats such as ice creams, biscuits or sweets before, during or after the trip.

#### *First Aid*

All members of staff have undertaken first aid training. Parent helpers will be informed if any child in a group has medication or particular needs. If medicine needs to be administered, this will be done by a member of staff unless it is the parent helper's own child who requires medicine, in which case the parent will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid packs will be carried by staff.

#### **Code of conduct for volunteer parents**

All staff, including parent helpers, are expected to maintain high standards of behaviour and conduct while involved in activities at the school. The following is a guide to appropriate conduct:

- Observe the high standards of behaviour and ethical conduct promoted by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Maintain confidentiality at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices.
- Follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance where you may be uncertain of tasks or requirements.
- Observe safe working practices that avoid unnecessary risks and report to the supervising class teacher any potential hazards in the workplace.
- Conduct your work in a co-operative manner.
- Turn off and put away mobile phones while work experience tasks are performed.
- Inform the Head if you are taking any medication that might affect your role in the school.

Parent helpers should never:

- Discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the Head.
- Develop 'personal' relationships with pupils.
- Work with children when not in a physical or emotional state to do so, for example, under medication that makes leads to drowsiness or under extreme stress that may impair judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, discriminatory or offensive nature.
- Behave in a manner that may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive (other than 'token') gifts.

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## Parent Helper Information/Agreement Form

<b>VOLUNTEER DETAILS</b>					
School	Normanhurst School				
Name					
Email			Telephone		
Do you have any first aid training	YES	NO	Does your child attend one of our schools	YES	NO
Child's name			Child's class		

<b>VOLUNTEER INFORMATION – I will be willing to help with the following:</b>								
I am able to help the following days	M	T	W	T	F	I am able to help the following time	MORNINGS	AFTERNOONS
In a classroom	YES		NO			Parents' Association	YES	NO
School trips	YES		NO			After school clubs	YES	NO
Other								

<b>VOLUNTEER AGREEMENT - Please read and sign this volunteer agreement.</b>			
<b><u>Declaration</u></b>			
I confirm:			
<ul style="list-style-type: none"> <li>That I wish to be a volunteer.</li> <li>That I have signed the Group Confidentiality Policy Agreement.</li> <li>That the School may take up references from the individuals I have nominated as my referees.</li> <li>That I will provide the School with my DBS certificate if I have one, or will assist the School to apply for a new one if necessary.</li> </ul>			
I declare:			
<ul style="list-style-type: none"> <li>I have never been disqualified from working with children.</li> <li>I have never been cautioned for, or convicted of, any offences against children whether in the United Kingdom or in another country.</li> <li>That I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 that prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.</li> </ul>			
I consent to the school retaining copies of the documents used to satisfy the checks it is required to undertake. I understand that the school will keep this documentation throughout the duration of me being a parent helper and for a period of six months after I stop being a parent helper.			
Signed			Date

# Normanhurst School

## Record of Risk Assessment

Room/Area being assessed	Parent Helpers	Date of Assessment	
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Person carrying out assessment		Signature	
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Hazards Identified	People at Risk	Risk Significance	Action Required: Immediate/ Short Term/ Long Term
Safeguarding issues arising from working with children	Children	Moderate	Induction by Head/SLT re Safeguarding Policy. All volunteers DBS checked. Parent helpers introduced to children
Unfamiliar with school procedures, first aid, fire drills, Safeguarding etc	Everyone	Moderate	Induction by Head/SLT to give all information. Supervision by teacher.
Accident reporting not completed correctly	Children	Moderate	Parent helper not responsible for administering first aid or for accident reporting.
Accidents in classroom when helping with activities	Everyone	Low	Clear direction and supervision by teacher. Explanation of tasks.
Unfamiliar person around children	Everyone	Low	Visitor badge to be worn at all times after signing into office. Introduction to children.
Break of confidentiality after access to information	Everyone	Low	Induction by Head/SLT including regarding confidentiality. Supervision by teacher. Care taken when discussing a child.
Safeguarding risk when taking children to toilet	Children	Moderate	Parent helper never to take children to toilet.
Administering medication to children – risk due to lack of training	Children	Moderate	Parent helper never to

Please continue overleaf if necessary

### RISK SIGNIFICANCE DEFINITIONS:

Level of Risk	Description	Action
NS/Not Significant	A risk that is unlikely to result in minor injury or illness leading to lost time, disablement or death.	<b>No urgent action but measures should be prioritised for attention</b>
L/Low	A risk that will improbably result in minor injury or illness leading to lost time, disablement or death.	

<b>M/Moderate</b>	A risk that is likely to result in minor injury or illness leading to lost time, disablement or death.	<b>Urgent action required. Progress towards elimination must be undertaken</b>
<b>H/High</b>	A risk that is highly probable and will result in minor injury or illness leading to lost time, disablement or death.	
<b>VH/Very High</b>	A risk that will certainly result in minor injury or illness leading to lost time, disablement or death.	

Recommended Review Date			
Action Taken By		Date	

<b>POTENTIAL HAZARDS: - The following checklist may be helpful in identifying potential risks</b>		
<b>Mechanical</b>	<b>Environmental</b>	<b>The Individual</b>
Entanglement Friction/Abrasion Cutting/Shearing Stabbing/Puncturing Impact/Crushing Drawing-In Fluid Injection	Noise Vibration Light Humidity Temperature Climate Pressure/Vacuum	Individual not suited to work Long hours High work rate Violence to staff Unsafe behaviour of individual
<b>Access/Egress</b>	<b>Biological</b>	<b>Handling/Lifting</b>
Slips, Trips, Falls Falling for moving objects Obstruction or projection Confined spaces	Bacterial Viral Fungal	Equipment Packages Furniture
<b>Ergonomics</b>	<b>Electricity</b>	<b>Organisation</b>
Repetitive Strain Injury Seating Cables Monitors	Power supply systems Large & small electrical equipment	Poor maintenance Lack of supervision Lack of training Lack of information Inadequate instruction
<b>Chemicals</b>	<b>Unsafe Systems</b>	<b>Fire and Explosion</b>
Toxic, Irritant Sensitising, Flammable Corrosive, Explosive Carcinogens	Provision of unsuitable equipment Inadequate monitoring arrangements Skills level appropriate to usage of equipment	Emergency procedures Emergency equipment Combustible material
<b>Particles and Dust</b>	<b>Radiation</b>	<b>Procedures/Policies</b>
Inhalation Ingestion Abrasion of skin or eye	Ionising Non-ionising	Discipline Traffic through/around establishment Medicines in school Care and Control School Development Plans

<b>CONTINUATION SHEET: - Please add additional hazards if necessary</b>			
<b>Hazards Identified</b>	<b>People at Risk</b>	<b>Risk Significance</b>	<b>Action Required: Immediate/ Short Term/ Long Term</b>