



Policy Parental Guidance for Volunteers in School

Introduction

These guidance notes have been produced to support helpers who work in our school. We hope the information will make you more confident and comfortable when you come into our school.

We would like to thank all parents/carers who support our school. You help to make a huge contribution to the quality of school experience our children enjoy every day.

Helping in school and legal duties

In any work with children, at school parent helpers accept a duty of care. However, when teachers welcome parents into our school we accept that staff must take reasonable steps to ensure that helpers take care of children's safety. **All our volunteers are CRB checked, there are no exceptions to this. We hold the welfare of our children as paramount.**

First Aid

There are children in school with a range of allergies and medical conditions. In the case of children with nut allergies, all staff are trained in the use of the Epi-pen and a list of staff willing to administer this are in staff rooms. All classrooms have SOS cards. In an emergency, please seek the help of a member of staff immediately! Anaphylactic shock must be treated urgently. A picture of children with allergies is available to see in all staff rooms.

Our trained first aiders are: Mrs Glass, Mrs Keene

You must not administer first aid or medication.

Confidentiality

Whilst you are working in school you may become aware of confidential information about our children. Confidentiality is vital to building trust between parents, staff and children. Confidentiality protects you, it protects the child and their family; it gives piece of mind to all parents and it also maintains the professionalism of the school. PLEASE RESPECT THIS. IT IS UNACCEPTABLE TO DISCUSS ANYTHING RELATING TO INDIVIDUAL MEMBERS OF STAFF OR CHILDREN OUTSIDE SCHOOL.

Safety

When you arrive at school, please use the main office and sign in at the school office. In case of an incident we need to know who is on our site.

Fire

In the event of a fire, evacuation procedures are displayed in the classrooms. The muster point for both Key Stages is the school field.

When you are in school

The children are expected to treat you as a member of staff. Please expect and accept only the highest standards of behaviour from them. Children should not be eating or chewing at any time, if in difficulty please contact a member of staff.

Eating and drinking

If you have a hot drink could we please ask that this is drunk in the staff room. We would also ask that you do not eat or chew in front of the children. Please remember you are a role model to the children what would be unacceptable for your own children is unacceptable for all!

C.Perkins

7.3.12