



Parent Helper Policy

Rationale

To help embed Avon House School's philosophy of "celebrating and supporting every child" enabling each pupil to achieve their full potential in both academic and non-academic fields, we firmly believe that parents and extended family play an integral role and we therefore warmly invite parents to help in many school activities .

Aim

To provide a supportive and consistent framework in which we can engage parents and extended family members meaningfully in the education of their children and in the wider context of school life.

Principles Underlying the Policy

- Parents and staff are partners in the process
- This is an inclusive process and all parents and carers should be encouraged to participate
- Effective liaison between parents and the school will maximise opportunities for learning

At Avon House School we welcome a variety of adults into school as voluntary helpers. These may be parents, grandparents and other relatives of pupils in school, family friends and members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic or adults who like helping with local walks, trips out, multilingual story telling or other activities such as cooking.

All volunteers will be assigned a key link person (usually the class teacher) within the school to whom they can go to if they have any concerns or queries about any matter. Volunteers, like all staff, are expected to report to their link person any issues, whether they experience them or witness them, about which they feel concerned.

All helpers are encouraged to become familiar with school routines and practice. They are asked to discuss any concerns or uncertainties with the class teacher. Teachers should always discuss the plans for the activities with the helpers giving clear instructions for their role in helping individuals or groups of pupils. Mutual respect should be emphasised between pupils and adults. The teacher or teaching assistant will be available at all times to assist, explain and support the helpers in their tasks.

To ensure that all children are well looked after and in line with KCSIE parent and carer volunteers are volunteer DBS checked before they can participate in school activities. Parents and carers complete the form (App I) as consent to check for suitability. They also need to attend a Safeguarding guidance session.



Welfare and Safeguarding

The safety and welfare of our pupils is paramount to all we do and as part of the school's safeguarding procedures, all volunteer helpers are requested to sign the visitors' book at the office where they will be issued with a visitor's badge. The school also asks that all volunteers adhere to our mobile phone policy, a copy of which is attached to the Volunteers Handbook.

Confidentiality

Volunteers helping in school must respect the pupils'/school's right to confidentiality and understand that matters arising in school are not to be discussed outside school with other people under any circumstances. Any queries volunteers may have regarding school matters must be directed to the class teacher (key link person) in the first instance.

Reviewed September 2017 AC
Reviewed December 2018 RT/PT
Reviewed July 2019 RT/PT
Reviewed August 2020 RT/PT



Appendix I

Dear Parent/Carer,

Parent Volunteer DBS Check

Thank you for supporting the children at Avon House. As a volunteer you may be involved with one or more of the following activities:

- Cookery lessons
- Class day visits
- PTA events

As part of our safeguarding duty to the children, a volunteer DBS check needs to be completed for all parent volunteers and parent volunteers need to attend a Safeguarding guidance session.

Please complete and return the tear-off slip below to Mrs Best in the school office giving your consent for her to contact you to arrange this process.

Thank you for your co-operation.

Yours sincerely,

Mrs A Campbell
Head Teacher

To: Mrs Best, Avon House School

I agree to the school carrying out a volunteer DBS check for suitability to support the volunteer programme at Avon House School and understand that you will contact me to arrange for this to be carried out. I understand I will need to attend a Safeguarding guidance session.

Signed: Date:

Name of parent:

Email: