



## Parent/Carer Volunteer Guidelines

Thank you for volunteering to help our children in School. We feel that the involvement of parents/carers in children's education is vital. The aim of this guide is to give you all the information you need to make your time both worthwhile and enjoyable.

### Safeguarding

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 (e.g. reading volunteers). In order for you to work regularly in school as a volunteer, you will need to complete a DBS form which is available at the office.

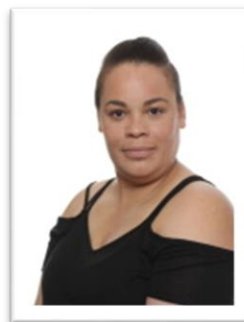
Our Designated Safeguarding Team are;



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**0161 881 4266**

If a child tells you something that causes you concern, please tell the class teacher or a member of the DSL immediately in an appropriate setting so that others cannot overhear.

## Guidelines

### Confidentiality

- It is very important that all staff, parent/carer volunteers and other adults working in the school work to a Policy of confidentiality. You may see children struggling with work, or be upset, or communicating through behaviour or hear/see other information concerning a child whilst you are with us in School. It is vital that you do not share anything specific about children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents/carers of any concerns so please see to the class teacher.
- Volunteers working in classrooms should only do so on the understanding that they support the teaching staff and will not pass on 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. The Schools normal channels of communication should be used.
- It is important that all children you are with are given equal time and attention and where possible we try to encourage independence.
  - Please do not lift, carry or move a child in any way.

### School Trips

We do appreciate your help on school trips – it would be difficult to organise visits outside of school with volunteers. You don't need a DBS check for trips and visits as you will be with staff members throughout the day and not on your own with children.

- Volunteers may not always have their own child in their group.
- Mobile phones and cameras are not permitted to be used at any time during the trip for Safeguarding reasons. This includes any taking of photographs.
  - All children need to be treated equally.
- The teacher will give volunteers a list of children whom they are with for the trip. Please headcount frequently to ensure you have everyone in your group.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please support the children in your group to put on and fit their seatbelts. The class teacher will have a sick bucket/bag if needed.
  - Class teachers are responsible for ALL first aid and medication.
- Class teachers will lead the trip and will ensure that you know the expectations for the day. Please support the teacher by requesting your group follows instructions.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
  - If you need to leave your group for any reason, please inform the class teacher.
  - If appropriate, children will be permitted to bring their own money on trips. This should not be supplemented in any way nor gifts bought for individual children or groups.
- Volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- We request all volunteers bring a packed lunch on the trip as you will be with a group at all times.

***We really do appreciate your help. If you have any queries, please let us know.***