



TRINITY CROFT C. of E. PRIMARY ACADEMY

Parent Helpers and Volunteers Handbook

September 2023

The Diocese of Sheffield Academies Trust is committed to the view that each child is unique and infinite value to God.

Thank you for volunteering to help our children in school. We feel that the involvement of parents in children's 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 ITT, cooking, reading and usually work with small groups in specific classes. Other parents help when the children are taken on visits outside school. In whatever way parents offer their time, we are always extremely grateful. The aim of this booklet is to give you all the information you need to make your time both worthwhile and enjoyable. Thank you for your support.

At Trinity Croft C. of E. Primary Academy, we want children to be happy and confident and to develop an enduring love of learning.

We aim to:

- To provide children with an understanding of the Christian faith and an awareness of what it means to be a Christian and give praise to God; Father, Son and the Holy Spirit whilst supporting them in an understanding and respect for other faiths and cultures.
- To enrich children's lives by fostering strong and welcoming partnerships between school, parents, church and the wider community.
- To motivate and engage children through an inspiring and rich curriculum dedicated to developing confident, knowledgeable and resilient learners who can achieve the best possible outcomes both in school and their wider lives.
- To provide a safe and nurturing environment where staff know children and their families well, thus enabling them to flourish feel loved and cared for.
- To foster a culture of high aspiration where children recognise their own self-worth and have knowledge of the wider opportunities available to them, both now and in the future.

Parent helpers have a valuable role in helping us to fulfil these aims.

Safeguarding

There is a requirement for schools to carry out a Disclosure & 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 regularly work in school as a volunteer, you will need to complete a DBS form (please see the school office). 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. When you first start as a Parent helper, you be given a copy of the school's Safeguarding Policy and will be made aware of who the person is in school that you should speak to if you have any safeguarding concerns whilst you are working in the school. You will be asked to sign to say that you have received and read these. If a child tells you something that causes you concern, please tell the class teacher or the personal responsible for safeguarding (usually the Head teacher) as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

For a one off visit either on or off site, we may carry out a List 99 check as opposed to a full DBS due to the time constraints. This is just a check using your name, address and date of birth to confirm that there are no immediate concerns regarding your suitability to work with children. These details will be requested by office if a List 99 check is to be carried out. A List 99 check is only a very basic check and therefore volunteers who have only a List 99 check and not a DBS check will not be permitted to be alone with any children or work on a 1:1 basis without a member of staff with a DBS check being present.

Security

On arrival at school, please sign in at the office where you will receive a badge. You should familiarise yourself with the emergency procedures printed on the reverse.

Please do not let anyone enter the school without speaking to a member of school staff who will check their identity.

Parent Helper Guidelines

- Confidentiality. It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. 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 vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.

- Volunteers working in classrooms 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.

- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.

- Volunteers are respectfully asked that they dress appropriately for being in school.

- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.

- Please give due regard to equality as it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If you are unable to be in school, please let the class teacher know either in person or by telephoning the office.

Tea/coffee arrangements

There are tea and coffee making facilities in the staffroom kitchen. This is provided free of charge.

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's Policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Please do not upload any pictures from the visit of children other than your own to social media sites without consent from the parent of children in the images
- Parents may not always have their own child in their group.
- Parents will not be permitted to accompany children to the toilets unless a member of staff is present.
- Parents without a DBS check will not be permitted to be with any children without a DBS member of staff present.
- The teacher will give parent helpers a list of children for whom they are responsible.
- 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 help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- 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 another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.
- Parent 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.

Thank you! In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy but we do). If you have any worries or query, or any good ideas on how we can improve something, please let us know – we are always willing to listen.