Parent, Volunteers and Work Experience Protocol

2025-2026

Introduction

We would like to extend our thanks to all our parent/volunteer/ helpers and work experience students. At Bridekirk Dovenby Church of England School we value the help we receive from parents/volunteers and work experience students enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise. There are lots of things we need help with in school. Some activities are in class with the children, and some are out of class. Some are outdoors activities, and some are making resources and supporting the teachers and administrators.

Welcome

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care.

We know that for parents/volunteers and work experience students to be happy and comfortable helping in school we need to share some important skills and information with you.

Arriving at School

When volunteers and work experience students arrive in the school, they must sign in at the school office. They will be given a specific visitor's lanyard, which they should wear at all times. The signing in sheet will give the date and time of arrival.

They must also sign out, stating the time they are leaving, and return their lanyard before they leave.

Health and Safety

For the children's safety, a risk assessment will be carried out on all volunteer helpers. The outcome of this risk assessment and the work that you are to carry out in school will determine the level of checks required. At the highest-level volunteers may be required to have an enhanced DBS (Disclosure and Barring Service) Check. A self-declaration form may be required to be completed by some volunteers. A Health and Safety policy is available for all helpers to read. Please ask the school office for a copy or look on the website. Fire procedures and exits will be explained on your arrival.

Confidentiality

The most sensitive issue around parent helpers/volunteers and work experience students in school is confidentiality. Parents hand their children over to the school for the best part of every week day trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows the protocols set out in this document. We would also outline the importance of not posting personal and school information on social media, particularly when volunteering on school trips. Parents and volunteers are also not allowed to use their phone to take photos of any children or school activities. School iPads are used for this purpose.

We will ask you to sign this to indicate your agreement and a copy will be kept in school. If you are asked questions about pupils in the school by other parents, please refer them to the class teacher or Headteacher.

Behaviour

You MUST let the teaching staff know of any inappropriate behaviour. If you let it go the children will learn that it is ok to behave less well for some people than others and that will make everyone's job harder and the child less likely to develop a sound moral code and sense of respect. Children learn some things very quickly from the actions, words and attitude of the people around them – their role models. They are not always the things we plan for them to learn in the classroom, e.g. they pick up good manners from the adults at home and from the adults in school, they copy phrases from their adults. We are sure you've heard some of the teachers' favourite phrases; we hear yours! Therefore, it's important that all our own behaviours in school are always those we want the children to copy. Please use our behaviour blueprint (in all classrooms and in the hall) to support behaviour in school.

The teacher must always have the last word on what is happening in a classroom.

This school is a very trusting school and so we welcome you all in your offers of help. Please do not be offended by the protocol but think of it from the other side of the fence. You all need to be able to trust the school and when you are helping in school you are part of the school.

Sadly, there will be occasions when the headteacher declines to accept the help of a parent/volunteer/work experience student if she believes it will not be in the best interests of the school community.

Direction

When you are working in a classroom, you will be directed by the Class Teacher or Teaching Assistant. Always seek clarification of a task if you are unsure of what is being asked of you. If you are asked to use any machinery, you must be properly trained by the teacher or teaching assistant that you are working with.

What Activities Could You be Involved With?

- Sharing reading with individual children
- Helping individuals or small groups of children with activities set by the teacher.
- Helping children to use simple computer software
- Helping to prepare pupils', work for display
- Photocopying
- Helping to organise the storage of classroom resources and pupils' completed work
- Sewing and baking activities
- Office and administration duties
- Tidying / filing

We want you to feel completely confident that you know exactly what is expected in any activity, and we will do our best to explain, but please ask us if you are at all uncertain!

What about Child Protection Issues?

Please do not discuss any pupils work, conversations, attainment levels or behaviour with anyone other than the school staff. These matters are confidential.

If a child says something to you which you feel may give cause for concern, please report it immediately to the class teacher. This will then be discussed with the Designated Teacher for Child Protection.

All activities that you may be asked to help with will have been planned beforehand by the teachers. Most of the support provided by helpers takes place within the classrooms, but from time to time an activity may need to be carried out in other areas of the school. In these circumstances, doors should be kept open, so that school staff can continue to offer support. This policy is for everyone's protection.

In the Event of a Fire or Evacuation

If the school fire alarm rings, please leave the school immediately, by the nearest exit, and attend the roll call at the far end of the junior/infant playground. The school staff will conduct the evacuation of pupils. If working in the hall with a group (or individual child), take them to their teacher in the playground for the roll call.

Commitment

As a classroom helper we appreciate the work you do.
If you are unable to attend a session could you let us know at the earliest convenience, as activities will have already been planned.
If there is anything in this pamphlet which is not clear to you, please do not hesitate to ask the class teacher for more guidance, and once again THANKYOU!

Protocol Promise

THE SCHOOL

We promise to

- Train parents/volunteers and work experience students in any skill needed to carry out the task
- Explain the tasks carefully
- Share the school Behaviour policy with you
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality

We promise never to

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

Signed: Mrs Fish (Headteacher)

THE PARENT/VOLUNTEER Name…….

I promise to

- Use the school's Behaviour guidelines and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Let staff know if I can't come in as they will have planned for me
- Respect the guidance of the teacher at all times
- Report any child protection issues/disclosure to the class teacher
- Understand the need for police checks and references prior to working with children
- Dress in an appropriate manner

I promise never to

- Look at or compare any child's work books or records or staff notes
- Share any information about a child or member of staff with anyone outside the school staff or governors
- Speak ill of any child as a result of things you may have seen them do in school
- Discuss things with parents which you may have access to as a result of your position in school – advise them to come in to school and discuss them with the teacher or head teacher
- Use inappropriate language whilst in school
- Deliver intimate care or first aid to a child unless qualified to do so

Signed ……