

Sacred Heart Catholic Primary School

To live, love and learn joyfully in the family of Christ



PARENT VOLUNTEER POLICY

December 2025

Review December 2028

Sacred Heart Catholic Primary School

Parent Helper Volunteer Guidelines in the classroom and on Educational Visits out of School

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 Reading support, ICT and cooking and usually work with individuals or small groups from specific classes. Other parents help when the children are taken on visits outside school. The aim of this document is to give you all the information you need to make your time both worthwhile and enjoyable.

At Sacred Heart Catholic Primary School we want children to be happy and confident and to develop an enduring love of learning.

We aim to:-

- Provide a rich and balanced curriculum, encouraging creativity and promoting high standards, so that children can learn successfully.
- Value individuality, promote respect and provide equal opportunities for all.
- Encourage children to respect and value themselves and others.
- Acknowledge the solid learning foundations from children's early years and help them to develop with growing independence and confidence.
- Develop a positive partnership with families and the wider community.
- Encourage children to take responsibility for themselves and others and for their learning and their environment.
- Create an environment which is welcoming, secure, supportive and fun and where all achievements are valued.
- Parent helpers have a valuable role in helping us to fulfil these aims and values.
- The following are brief guidelines regarding the undertaking of the role of volunteer helper in school.

Signing the Policy

We ask that you read and sign two copies of this policy. Please keep one copy for your information and leave one at school.

Parent Helper Guidelines

Disclosure

There is a requirement for schools to carry out a Disclosure and Barring Service 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 work regularly in school as a volunteer, you will need to complete an online DBS application (liaise with the school office). Please be assured that all information will be treated in the strictest confidence and that these checks are done only for the protection and safety of the children. The local authority charge the school a £19 administration charge for each volunteer's DBS check. If you are able to make a voluntary contribution towards covering this cost, we would be very grateful.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of professionalism and confidentiality. You may see children struggling with work, being 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, family or a child's parents, even if you know them well. Please discuss any issues that you may come across with the class teacher. It is the teacher's responsibility to inform parents of any concerns about their child.

Sacred Heart Catholic Primary School

Conduct

- Volunteers working in classrooms should do so on the understanding that they support the teaching staff. This may mean working with groups or individuals outside or inside the classroom. These groups may or may not include your own child.
- When the class teacher is leading lessons and activities, volunteers should behave appropriately (e.g. not talking to other adults, fiddling with mobile phones etc.) and mirror the behaviour of the class teacher.
- Please do not worry about your child's behaviour while you are helping as initially he/she may behave quite differently if a parent is present. Most children soon get used to their parent helping in class and settle down.
- Please do not have 'favourites' - as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention. It is also helpful if you are not overly affectionate with your own child.
- 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 a child does something or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible in an appropriate setting, respecting confidentiality. The Designated Person for all child protection concerns is the Deputy Headteacher (Mr McIntyre) . The Deputy DSLs are Mrs Matteoni, Mrs Dowd and Mrs Cooper. **All concerns must be brought to the immediate attention of the DSL or the DDSL.**
- Please keep your mobile phone switched off during your time helping at school.
- Parent helpers may not take photographs / record videos in school.
- Parent helpers / volunteers must dress in a manner that is appropriate and not offensive, revealing or provocative.

Housekeeping: Tea/coffee arrangements

There are tea and coffee making facilities in the staff kitchen. Drinks may never be taken to class. If staying over break time we request that you have your break in the Heart Room. If you are a long term volunteer taking work experience, then you are more than welcome to take your break in the staff room.

Thank you for your support.

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Parent volunteer conduct

Please sign the form below to show that you have read, understood and agreed to parent volunteer conduct in school.

Signature..... Print Name.....Date.....