



BROADWAY EAST FIRST SCHOOL

Guidelines for Volunteers and Parent Helpers in School, including PTFA

WELCOME

At Broadway East we value the relationship between home and school and enjoy working in partnership with our parents.

Support for the School from our families takes many forms. Such interest and practical help is always valued, appreciated and never taken for granted. A number of parents are able to work alongside us in school and this can have a particularly beneficial impact on teaching and learning and on the range and quality of learning experiences which we are able to provide for our pupils.

It is very important to us that the experience of being a parent helper in school is rewarding and enjoyable for you as well as being beneficial to teachers and pupils.

We value any help in school, however short a time you may have to offer. This may be a regular commitment or occasional help for example accompanying classes on educational outings.

- In the interests of Safeguarding please always report to the school office where you will need to sign in and collect a visitor's badge. Please wear the badge when you are in school and return it to the office when you sign out.
- In keeping with Safeguarding and Safer Recruitment legislation, and in accordance with advice from the Local Authority, we may need to request that a DBS check is carried out. The decision about whether or not a DBS check is needed will be informed by the frequency and nature of your work in school.
- School staff will always try to give clear explanations about activities to be undertaken but please never feel anxious or embarrassed about asking for clarification or further information.
- If a particular task or activity is not enjoyable to you or you do not feel confident in undertaking it, please tell the class teacher. Be reassured that there are always lots of other things that you could do instead.
- Please let us know if you have any particular talents or interests which you feel could enrich our work in school. We'd love to hear from you.
- Please tell the class teacher immediately if any problems arise during an activity and please remember that the class teacher will appreciate your feedback on the performance of children with whom you work.

- **The person responsible for Safeguarding in school is Ms McKenna, or Mr Burnett in her absence. Any concerns which you have about the behaviour or well being of any children and adults in our school community should be shared with Ms McKenna immediately.**
- **It is very important that parents and other volunteers should respect and adhere strictly to the School's Code of Confidentiality and Data Protection. Please never pass comment to other parents or pupils about any child's work or behaviour in school. All information which you encounter is to be treated as confidential at all times.**
- **When you are visiting or working in our school you share the responsibility for your own and other people's health and safety. Please report any accidents or concerns to Ms McKenna, Mr Burnett or another member of staff immediately so that we can take the appropriate actions.**
- **The fire alarm is a continuous siren tone. If you hear this in school then please use the nearest exit to leave the building and assemble with the school on the far side of the yard.**

Please see your child's teacher or the headteacher if you would like to talk about these guidelines or about any aspect of voluntary work in school.

Thank you for your valuable contribution.

Agreed by Governors Oct 10
Reviewed Nov 12, Nov 15, October 2017
Next review: October 2019