The Federation of Liphook Infant School and Liphook CofE Junior School

Parent or Voluntary Helper Policy

At The Federation of Liphook Infant School and Liphook C of E Junior School we aim to provide an open, welcoming atmosphere where, by living out our core values of loving-kindness, respect and aspiration, everyone knows they are loved, they belong, and they have something to give. We never underestimate the contribution made by helpers to the development of nurturing and aspirational communities for children.

The aim of parent/voluntary helpers' involvement in school is to enrich the learning environment and give more opportunities for pupils to engage with adults. Helpers assist staff in continuing to develop an ethos where all people matter and are treated equally, with respect and dignity. We expect all parents or voluntary helpers to follow our behaviour guidelines which focus on relationships and positive behaviour management.

All staff recognise the importance and value of working with parents. At The Federation of Liphook Infant School and Liphook C of E Junior School we are fortunate to benefit from the very successful involvement of parents and friends in the life of the school. This input is greatly appreciated and is of great value to the children's education. Research shows that when home and school work together, children's attainment is raised.

All staff members are responsible for keeping the Executive Headteacher informed of any pertinent issues.

At the beginning of each school year all parents are given a letter inviting them to become involved in school activities. The data collected from the returns enables the school to compile a Parent Helper Register.

GUIDELINES

- All helpers must report to the school office on arrival and departure, where they will be asked to sign in. For security purposes, stickers/visitor passes are available for all visitors to wear in school. When leaving the school, helpers must sign out and return the sticker/pass.

- Helpers may be asked to work within the class of a child they are either related to or know, or in other classes. When possible, they will be given an element of choice in the activities they are to be involved.

- When working in school, helpers work with small groups of pupils, generally in classrooms, open areas, or the library. At all times, children are under the overall authority of a teacher who will be readily available, if required, for help or advice. Helpers must ensure that they are at least within sight or hearing distance of adults when working with groups. Where appropriate, pupils should be fully involved in tidying up and returning any resources to the class teacher.

- Staff should indicate to all volunteers how they would like them to help. Helpers should encourage children to participate in planning and organising the activities, listening attentively to any ideas and views a child wants to share with them. Helpers should encourage the development of children's skills by asking questions about the task and encouraging them to ask questions and offering explanations. Some children may be anxious about participating in certain activities and may need to be offered sensitive support. Children should be encouraged to play a full part in activities, work independently and make their own choices.

- After working with children in school, if helpers have any concerns they should address these in the first instance to the class teacher, or to the Head of School or Executive Headteacher.

CHILD PROTECTION

- All parent / voluntary helpers who offer to give their time to help in school activities will be asked to complete a DBS Check by office staff prior to being able to work with children in school.
- Staff members are under an obligation to ensure that parent / voluntary helpers are not put in possession of confidential information.

- Where staff or helpers have concerns relating to Child Protection they should bring these to the attention of the Executive Headteacher, who is the Designated Senior Person responsible for all Child Protection issues.

- All volunteers are given a safeguarding information leaflet to read.

CONFIDENTIALITY

The issue of confidentiality is of the highest importance, therefore :

- All helpers will be asked to hold confidentiality.
- Helpers must appreciate that matters relating to individual pupils must not be disclosed to others outside of the school.
- Helpers must not discuss personal issues about a child or their family with people other than the class teacher.

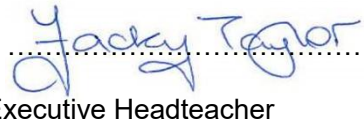
MONITORING

Parent / Voluntary involvement is monitored and evaluated on a regular basis by staff. Helpers are invited to respond informally to the Parent / Voluntary Helper Policy with members of staff. Staff should pass on any appropriate feedback to the Executive Headteacher.

HEALTH AND SAFETY

All helpers should familiarise themselves with the school's Fire Evacuation Procedure and should be made aware of the Child Protection Policy and First Aid Policy.

This policy was formulated by the Executive Headteacher and Governors of The Federation of Liphook Infant School and Liphook C of E Junior School and is to be reviewed every three years.

Signed : …  Date …March 2025…

Executive Headteacher

Signed : …… Date …March 2025…

Chair of Governors