

West Exmoor Federation



Policy for Parents/Carers and Voluntary Helpers in School

December 2009

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Points for Staff to Note

We all agree that volunteers in school can make a great difference to children's work. It also gives parents/carers a chance to be involved in the life of our schools. The following points should be followed so that all helpers are aware of their role and the schools can make maximum benefit of their help for the pupils.

1. ALL voluntary helpers must undergo an enhanced CRB check in order to ensure that the children are protected. A form and letter can be given to the helper by our administrators.
2. Voluntary helpers will be given a copy of our guidelines for such helpers, this includes notes about confidentiality and references to our behaviour policy.
3. A register of voluntary helpers is kept in each school office. In this way we can keep track of CRB checks, guidelines etc. It is very important that all staff inform their school administrator of any new 'helper'.
4. All volunteers should be reminded to sign in and out of school, and to wear a visitors badge for the duration of their visit.
5. Make sure that you take time to explain the learning objectives and outcomes so that helpers feel confident about what they are doing.
6. Don't ask helpers to do things they are not happy with. Some parents/carers prefer to help with practical tasks while others do not. Take time to find out what they are happy doing, it makes the working relationship much more productive and means that they will keep coming back!
7. If you have a concern about a helper, in the first instance a quiet word may resolve the issue – usually it is just a case of not knowing. For more serious issues teachers should inform the Executive Headteacher, Jayne Peacock.