



THE BLUE SCHOOL

CHURCH OF ENGLAND

*Whatever you do in word or deed,
do everything in the name of the Lord Jesus,
giving thanks to God the Father through him.*

Colossians 3:17

Policy: Parent Helpers & Volunteers

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Contents

Introduction	3
1. Volunteering and Parent Helper Activities	3
Admin help for teachers	3
Reading	3
Lunchtime clubs	3
Admin help for the office and senior team	3
Trips and Special Days	4
3. Code of Conduct	4
Legislation and guidance	4
Safeguarding	4
Adult - pupil relationships	5
Communication and social media	5
Acceptable use of technology	5
Confidentiality, Security and Integrity	6
Dress code	6
4. Security and Emergency Procedures	6
5. Monitoring arrangements	6
6. Links with other policies	7
7. COVID	8

Introduction

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Parent helpers and volunteers give of their time willingly and their assistance is highly valued by staff, children and other parents. Each contribution is welcome, whether regular in-class support or a one-off, e.g. accompanying a school trip.

This policy aims to set out the expectations that parent helpers and volunteers can have of The Blue School, and the requirements we have of them to ensure that volunteering benefits everyone.

1. Volunteering and Parent Helper Activities

We welcome the range of skills and contributions that parents and volunteers make. These can range from accompanying trips, assisting in class or with clubs, helping out on sports day or practical preparation of resources; all are incredibly helpful. Here are some suggestions:

Admin help for teachers

- Photocopying, backing and laminating
- Organising books
- Labelling books and resources
- Organise practice test papers

Contact the school office.

Reading

- Helpers to listen to readers across all phases!

Contact the school office.

Lunchtime clubs

- Your special interest! (Meet with a group of up to 15 children for an activity of 30 minutes on a weekly basis for a term)
- Help with Infants or Junior choir (led by Miss Cowley)
- Board games - supervise 15 (ish) children playing games for 30 minutes

Contact the school office.

Admin help for the office and senior team

- Envelope stuffing (2-3 times per year)
- Assisting with corridor displays
- Tidying resources
- Helping with stock management
- Helping with school photographs logistics
- Lost Property

Contact the school office.

Trips and Special Days

- Accompany swimming in Y4 (weekly commitment)
- Accompany class / year group trips
- Help set up Sports Day and / or supervise activities / keep score
- Assist with supervision at workshops (e.g. science or book week)
- Be a 'Blue School Expert' - lead a one-off workshop or discussion with children about your area of expertise or work

Contact the school office.

2. Code of Conduct

Staff have an influential position in the school, and are expected to act as role models for pupils by consistently demonstrating high standards of behaviour. Many of the principles in the staff code of conduct are based on the [Teachers' Standards](#).

We expect all support staff, governors, volunteers and parent helpers also to act with personal and professional integrity, respecting the safety and wellbeing of others in accordance with this policy.

As a Christian community we regard all individuals as children of God. Our faith is global and respect for people of all backgrounds, social positions, ethnicities and gender identities is in accordance with our beliefs. Our policies and this code of conduct are rooted in Christian values and are aligned with the [Church of England Vision for Education](#):

- **Educating for wisdom, knowledge and skills:** enabling discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life.
- **Educating for hope and aspiration:** enabling healing, repair and renewal, coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.
- **Educating for community and living well together:** a core focus on relationships, participation in communities and the qualities of character that enable people to flourish together.
- **Educating for dignity and respect:** the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we have a staff code of conduct, which covers acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. These sections are included in this policy as parent helpers and volunteers should be familiar with them and apply them appropriately to their volunteering roles.

Safeguarding

All regular volunteers and parent helpers are subject to Disclosure and Barring Service (DBS) checks. These are funded by the school. In the case of a 'one-off', volunteers always assist in the presence of a member of staff.

Volunteers and Parent Helpers must also familiarise themselves with the safeguarding procedures and adhere to expectations of conduct as set out in this policy. Our safeguarding policy and procedures are available from the school office and provided to all volunteers. All regular parent helpers who assist in school during the day must confirm to the Office Manager Mrs Kassanis that they have read the policy and procedures.

All adults onsite at The Blue School have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. The Blue School's Designated Safeguarding Leaders are Mr Kelly, Ms Jones and Mr Hammer. Mrs McLoughlin is also a trained DSL and deals with medical and administrative aspects. Any volunteer or parent helper who has a concern about the safeguarding of a child should contact one of these staff straight away.

Adult - pupil relationships

Adults, including volunteers or parent helpers will observe proper boundaries with pupils that are appropriate to their role. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

Parents who are helping in their own child's class must be scrupulous in ensuring that they do not show undue favour to their own child or her / his friends. In most cases, parents will not be helping in their own child's class.

Physical contact should be limited to that which is necessary to maintain the child's safety and wellbeing. Children will often initiate 'hugs' which should be responded to kindly yet with swift disengagement. Physical intervention is sometimes needed to avoid children hurting themselves or others. This should be sufficient to prevent harm and no more.

Personal contact details should never be exchanged between volunteer or parent helpers and pupils. This includes social media profiles.

If a volunteer or parent helper is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, she / he should contact a member of the Senior team immediately.

Communication and social media

Volunteers and parent helpers must not post any images online that identify pupils at the school. Volunteers must not photograph children on a school trip / any school activity onsite unless instructed by a staff member and using a school's device.

Volunteers and parent helpers should be familiar with the school's [Online Safety Policy](#) if working with any technology in school and sign appendix 3 of the policy.

Acceptable use of technology

Volunteers and parent helpers will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Volunteers and parent helpers will not use personal mobile phones and devices to take pictures of pupils, or school equipment for personal use. Personal devices owned by volunteers and parent helpers must not be accessible / visible to pupils (e.g. on a desk).

The school has the right to monitor emails and internet use on the school IT system.

Confidentiality, Security and Integrity

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. For this reason staff will not disclose any sensitive information to volunteers / parent helpers.

In the course of their activities, volunteers and parent helpers may however become aware of sensitive situations and must treat all such information in a completely confidential manner to the same standard as we expect of our staff. They should not disclose any information which is not freely available to other parents to their own children or other family members.

Members of the community including other parents may seek information from volunteers and parent helpers about other families or the school's internal operations. In such circumstances they should make it clear that they do not have access to any privileged information. Should they feel pressured in this at any time, they must advise the headteacher or one of the senior team who will provide support and advice.

School information must never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than that for which it was collected and intended

Breaches of confidentiality are extremely serious and not compatible with the role of a volunteer or parent helper. Should any breach come to the school's attention, the individual concerned would no longer be permitted to volunteer.

Dress code

Volunteers and parent helpers are asked to dress in an appropriate manner in accordance with being an appropriate adult role model. Outfits must not be overly revealing, and we ask that tattoos are covered up. Clothes must not display any offensive or political slogans.

4. Security and Emergency Procedures

Volunteers and parent helpers must always sign in at the school office, wear a badge and ensure it is visible. If a member of staff challenges you because they cannot see your badge, please regard this as a positive action as they are ensuring that our children are safe from intruders!

All volunteers and parent helpers must familiarise themselves with the school's evacuation procedures and should assist with evacuating children should the need arise. Emergency evacuation procedures are posted in every room and staff are trained regularly on these. In the event of an emergency evacuation please meet the office staff by the MUGA to be accounted for.

Emergency number: 07861663499

5. Monitoring arrangements

This policy will be reviewed every two years, but can be revised as needed. It will be ratified by the full governing board.

6. Links with other policies

This policy links with our policies on:

- Safeguarding and Child Protection
- Online Safety
- Whistleblowing