A Few Points to Note:

You may be helping us with reading in class, displays, with gardening or on a trip. Whatever the event here are a few guidelines to working in school.

Working with staff:
Our staff are always very pleased to see volunteers in school. They will direct you as to what your task is. If you have any questions, please don't be afraid to ask.

Health & Safety:
Some activities (particularly cooking, gardening and school trips) require risk assessments and clear health & safety guidance.
The teacher working with you will direct you**. Please follow their guidance at all times.**

admin@thorleyhill.herts.sch.uk

Confidentiality

When in school all members of staff and volunteers must stick to a strict code of confidentiality.

- Any information on pupils or staff **must not** be discussed with other parents or members of the local community. If you are asked about an incident, direct the question to the appropriate member of the school staff.
- If there has been an incident involving a pupil, the school will contact and discuss this with their parent/carer as appropriate.
- If a child tells you something that they are worried about, please inform a member of staff immediately and they will deal with it – *see working with pupils' section.*
- If you have any questions about anything in school, please talk to a member of staff.

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Working with pupils'

When working with pupils' volunteers should:

- **Read and follow our safeguarding guidelines, which are outlined in our Child Protection Policy found on our website.**
- Immediately inform the Designated Senior Person (DSP) - **Head Teacher** - or Deputy DSP **- Deputy Head Teacher** - if you have any concerns about a child or a child discloses something to you.
- Attend Child Protection Training for volunteers on an annual basis.
- Obtain an enhanced DBS check if required – check with the school office.
- Ensure any First Aid issues are dealt with by qualified staff.
- Model calm and responsible behaviour for our pupils.

If you have any questions please ask our staff.

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Working around your own child.

While you may be working in your child's class, we often ask adults to work in other areas of the school. When you volunteer to help us, please be prepared that this may be the case. If you become aware of an issue involving your child during the school day, please let staff deal with it. They will inform you as necessary just as they would with any other parent or carer.

Area of Expertise?

You may wish to talk to a class or even the whole school about something special or worthwhile that you have been involved with. Likewise, if you have a particular talent or skill, please don't keep it to yourself. We want our children to have the richest learning experience that they can possibly have.

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Thank You

We would like to thank you for giving up your time to come and help in school.

Parent/carer volunteers are always welcome and your help is greatly appreciated.

Please ensure that you have also read our Volunteer Policy and returned the signed paperwork (appendix 2) to the school office. Thank you.

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(Appendix 1)

Thorley Hill

Respect • Believe • Achieve

Parent/Carer Volunteers in School

An Information and guidelines Leaflet