



KINGSWAY PRIMARY SCHOOL

PARENT VOLUNTEER INFORMATION & AGREEMENT



Volunteers are always welcomed at Kingsway Primary School and should you wish to become a part of our highly valued volunteer team you will need to sign and return the following agreement to the school office before commencing. This information and agreement outlines the safeguarding and confidential aspect of this essential role within school.

Safeguarding

Any volunteer working regularly in school will need a Disclosure and Barring Service check to ensure that they are safe to work with children. Any volunteer who has not yet been DBS checked will not be left alone with children.

All volunteers MUST have received and read the Safeguarding leaflet and familiarise themselves with the school's safeguarding policy.

Health & Safety

Always enter the school by the front door, sign in at the office and wear a badge.

When leaving you must sign out so we know you are not on the premises in the event of an emergency.

Any adult seen on the school premises not wearing a badge should be challenged.

No adult should be admitted to school by a classroom door, and if seen on the premises should be accompanied to the main Office.

Fire Evacuation - The safe evacuation of all people in school is the absolute priority in the case of a fire.

If you are working with children in school and the alarm sounds, you should take the group out of school by the nearest available fire exit.

You should take them to the assembly point on the MUGA for a register to be taken.

Smoking - The school has a non-smoking policy throughout the whole school site.

Confidentiality

It is vital that information and discussions that occur within school are not discussed with anyone other than the class teacher or Head teacher.

In the unlikely event of confidential information being disclosed outside school **or** a parent's or visitor's involvement with the school and its pupils proving detrimental in any way, the governing body, through the Head teacher reserves the right to refuse the help of that parent or visitor again.

Parent helpers and Volunteers are expected to:

- Be outstanding role models for all pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all pupils.
- Maintain confidentiality.
- Establish and maintain a rapport with pupils based on mutual respect.
- Contact the teacher if they are unable to attend.

Parent helpers and Volunteers have the right to expect:

- Work to be prepared and the teacher organised.
- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher.
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

As teacher, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

As Head teacher, I ask that all parents and volunteers endeavour to abide by these expectations so that all members of our school community benefit from your valuable work for the pupils of Kingsway Primary School

Paula Needham
Headteacher

I have read and understood the contents of this Agreement and the Parent Helpers Information and Guidance

Parent Volunteer _____ Date _____