

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 there has been an incident in school 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.

If you have any questions about anything in school please don't hesitate to talk to a member of staff.

How will my child benefit?

When children see their parents or other family members getting involved in school, it:

- Shows them that you are interested in what the school is doing
- Lets them see that you value what they are learning
- Gives them a sense of security
- Helps them learn about good citizenship from your example

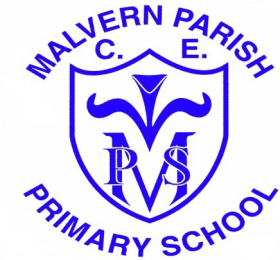
How will I benefit?

- You will get to know the teachers, teaching assistants and other parents
- You will gain a better understanding of how the school works
- You will see how your child relates to other children and teachers
- You will be setting a good example to young people
- You will have the satisfaction of knowing that you are making a contribution to the school and to your own and other children's learning

How will the school benefit?

- It gives the school a wider range of experience and skills to draw on
- The school will develop a better understanding of parents and the community
- Teachers are grateful for the extra support

Parents and Volunteers In School



An Information Leaflet



A Big Thank You!

First of all we would like to thank you for giving up your time to come and help in school.

We have produced this leaflet as a basic guide for those parents that are kind enough to volunteer to help the children and staff at Malvern Parish C.E Primary School.

It may be that you feel unsure about how you can help, so hopefully this will help to allay any doubts or apprehensions. We welcome your help with many different aspects of school life, from reading with children and supporting group work, to gardening and helping to run after school clubs.

Some parents/helpers are able to help regularly and others can only spare time now and then. Although we have a timetable to work to, we like to think that we are flexible and will try to find a time that suits both of us.

Health and Safety

For a variety of health and safety reasons, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult that comes to school does so via the School Office.

Please sign in and collect a parent helper lanyard and badge.

On leaving the building, sign out and return the lanyard and badge.

For your own protection and safety we ask helpers not to enter the classroom unless the class teacher is present.

Some activities that you may help out with inside and outside of school (in particular school trips, gardening and cooking) may require risk assessments and clear health and safety guidance. The teacher working with you will direct you. Please follow their guidance at all times.

Working with other pupils

To follow our safeguarding guidelines, unless you have a current and enhanced DBS check that has been processed through the School Office, you should not be working with pupils alone (**please see the Safeguarding Advice for Volunteers & Visitors information leaflet**).

Any First Aid issues should only be dealt with by a qualified member of staff.

Working around your own child

While you may be working in your own 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.