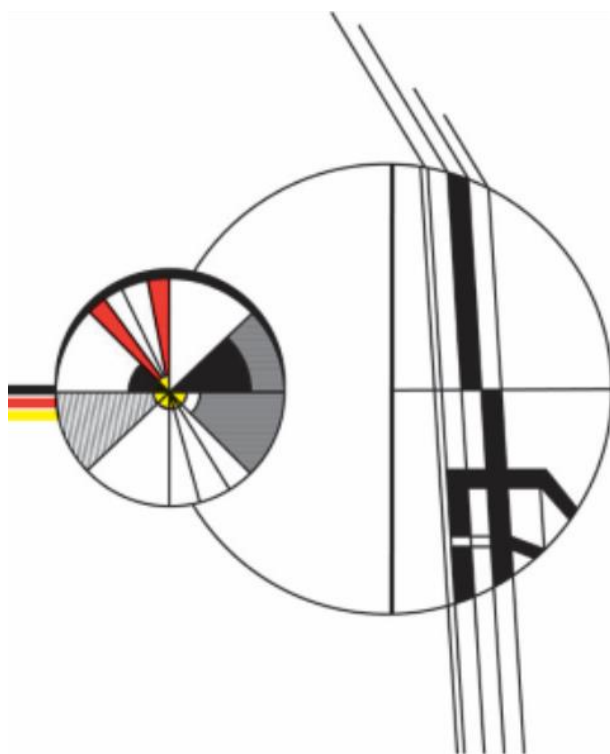


Fairmeadows Foundation Primary School



Parent Volunteer Guidelines

Thank you for volunteering to help our children in school. We feel that the involvement of parents in children's education is vital and we encourage active participation in many ways. In whatever way parents offer their time, we are always extremely grateful. The aim of this guide is to give you all the information you need to make your time both worthwhile and enjoyable.

Thank you for your support. At Fairmeadows Foundation Primary School we want children to be happy and confident and to develop an enduring love of learning. Parent helpers have a valuable role in helping us to fulfil these aims.

Aims and Values

Ethos

Dream it. Believe it. Achieve it.

Vision

- We aim to provide an inspirational, safe space for children to grow into the best version of themselves; where equity is the goal and barriers are overcome, allowing every child the chance to shine.

Values

- We strive for equity in place of equality, overcoming barriers and building confidence in all.
- We help develop caring members of society who can benefit our world in thought, word and deed.
 - We put safety, kindness and respect at the heart of our school.
- We value wellbeing and the emotional needs of individuals as a priority throughout the school.

Safeguarding

There is a requirement for schools to carry out a Disclosure & Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to regularly work in school as a volunteer, you will need to complete an online DBS form – please speak to Mrs Page, School Business Manager. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

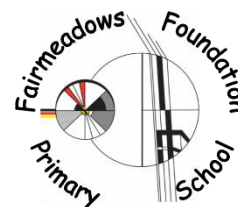
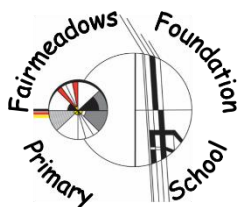
If a child tells you something that causes you concern, please tell the class teacher or a member of the Safeguarding Leadership Team, Mr Reeves - Head Teacher, Mrs Laura Balcon – Teacher/SEND/CO, Mrs Lindsey Page – School Business Manager and Mrs Lyndsey Wain – Family Liaison as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Parent Helper Guidelines Confidentiality

- It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child.
- Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

- Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the class teacher or another member of staff, you should make an appointment in the usual way.
- Volunteers are respectfully asked that they dress appropriately for being in school.
- Please do not worry about your child's behaviour while you are helping as often he/she will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down.
- Please don't have favourites – as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If you are unable to be in school, please let the class teacher know either in person on Seesaw or by telephoning the office.





Parent Volunteer Details

Personal Information	
Name	
Address	
Date of Birth	
Home Telephone	
Mobile Number	
Email Address for DBS check	
Emergency contact details	
Name	
Relationship	
Mobile number	
Have you lived or worked abroad?	
(Please circle below)	
No - No action required	Yes – Need to obtain Certificate of good conduct
Please provide three forms of ID one must be passport or birth certificate and one must show your current address.	
Assigned to Year	
Days	Mondayampm Tuesdayampm Wednesdayampm Thursdayampm Fridayampm
Forms issued and confidentiality discussed	

Parent/Volunteer.....

Date.....

SBM

Date