



**Wellfield Middle School**  
**Parent / Volunteer Agreement for Trips and Working in School**

**The School:**

We promise to:

- Explain the trip / classroom task and the expectations
- Ensure that children learning with you behave well
- Treat you with respect and care, and expect the children to do the same
- Share relevant information about children with you as necessary in order to complete the trip / task effectively
- Let you know in advance if we have changed the plan for the day and do not need you
- Treat anything you tell us with complete confidentiality
- Provide you with the resources necessary for the trip / task
- Deal with any difficult or challenging behaviour that you may encounter

Signed \_\_\_\_\_ Name \_\_\_\_\_  
(School Representative)

**The Volunteer**

I promise to:

- Inform the teacher of any inappropriate behaviour / language
- Treat any information regarding pupils, parents and staff with **total confidentiality**
- Let staff know if I am unable to come in as this may affect the teachers' planning
- Respect the guidance of the teacher at all times
- Understand the need for DBS (former CRB) and other checks prior to working with children

I promise **never** to:

- Share any information about a child or member of staff with anyone outside of the school staff or governors
- Take photographs of children using any camera other than the school's camera
- Use my mobile phone whilst on the trip either for making / receiving calls or taking photos
- Speak ill of a child as a result of things I may have seen them do in school
- Discuss things with parents or anyone else outside of school which I may have had access to as a result of my position in school
- **Mention anything regarding school /pupils / staff or upload any photographs on social media websites (eg Facebook / Twitter)**

Signed \_\_\_\_\_ Name \_\_\_\_\_  
(Parent / Volunteer)

## **Rationale**

That our school should be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However our overriding concern is for the safety of the children in our care. This document sets out our school's policy which is to ensure that the children benefit from as much help and support as possible and that these are provided at the same time with the best possible security.

## **Aims**

- To support children in their learning and whilst out on trips
- To ensure that volunteers / parents are welcomed and valued as members of the school community

## **Information and Protocol**

- All volunteers will meet with a member of the school's staff who will explain relevant Health and Safety policies, including what to do in the event of a fire.
- When helpers arrive in school, they must sign in at the school office and collect a visitor pass which must be worn at all times. All visitors should sign out on the appropriate sheet detailing their time of departure.
- For children's safety, all long-term volunteer classroom helpers are required to have police clearance before they work in a school. They are asked to complete a Disclosure and Barring Service (DBS) check which can be completed online upon production of the relevant paperwork / evidence. Volunteers for trips etc do not require full DBS clearance as they will not be left alone with children at any time. We also ensure that volunteers are known to the school or come through a reputable institution eg local high schools, universities etc.
- Sadly, there will be occasions when the headteacher declines to accept the help of a parent / volunteer if he / she believes that it will not be in the best interests of the children or the school community.
- Volunteers must always work under the direction of a member of staff. The teacher has the last word on what happens in a classroom or whilst out on a trip.
- We also know that for staff and parents of other children to be confident about the role of the parent / volunteer, they need to agree to a protocol about confidentiality and conduct, as do all staff who work in schools. We will ask you to sign this to indicate your agreement and a copy will be kept in school.
- There are lots of things we need help with in school. Some activities are in class with children and some are out of class. Some activities are outdoor activities and some involve making resources.
- In the course of your work, if any children exhibit inappropriate behaviour, you need to inform the class teacher as soon as possible. If inappropriate behaviour is ignored or accepted, children will soon learn that they can behave less well for some people than others. We expect our children to respect all adults equally.

- The teaching staff will also talk with you about the standard of learning they expect from the children so that you as a volunteer can expect the same.
- Helping to clear up is an essential part of learning too. We want all children to see clearing up as a natural part of the activity and you as a helper should never be the one who clears everything away as this would give very negative messages to the children about your role and about their responsibilities.
- Children learn some things very quickly from the actions, words and attitudes of the people around them, their role models. They are not always the things we plan for them to learn in the classroom eg they pick up good manners from the adults at home and from the adults in school, they copy phrases from their adults. Therefore it is important that all of our own behaviours in school are always those we want the children to copy.
- The most sensitive issue around parent helpers in school is confidentiality. Parents hand their children over to the school for the best part of every weekday trusting that they are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows this protocol. This school is a very trusting school and so we welcome you all in your offers of help. Please do not be offended by the protocol but think of it from the other side of the fence. You all need to be able to trust the school and when you are helping in school you are part of the school.
- There are some other things as well as children's progress that need to be kept confidential. Some children have medical needs to which we have to attend, perhaps an allergy or a condition which affects their daily learning. Some families have complex circumstances which mean that a child must not join in some activities. Some children may be experiencing a traumatic time at home and their behaviour in school may be affected.
- You may find that a friend's child is in trouble one day for something, or you might see a friend's child upset by another child. You may not be sure what to do. You may be asked by a parent to find out about such and such, or to see what this or that is like. You may even be asked what the staff are "really like". When you are in school or on a trip in a voluntary role, you must not involve yourself in situations such as this. Should you hear **any** information pertaining to **any** child, family or staff member, it **must** be kept in the **strictest confidence**.
- Any situation that occurs where a child is upset, whether it be your own child or another child, should immediately be referred to the class teacher or to a member of the senior leadership team to be dealt with.
- It is also possible that a child may tell you something which is worrying. Please always refer any concern immediately to the class teacher as there are specific procedures to be followed.
- Volunteers should not, under **any circumstances**, physically restrain or manhandle a child. Volunteers (and teachers) are advised to refrain from any unnecessary physical contact with children. Any physical contact that could be viewed as an assault or as abuse will not be tolerated.