

**St. Bartholomew's C of E Primary School
Sydenham**



Parent & Volunteer Involvement Policy

Scheduled Review Date: December 2017

1 Introduction

1.1 This policy should be read in conjunction with relevant passages in:

- the School Standards and Framework Act 1998, regarding adults working in school;
- the Human Rights Act 1998
- the School Development Plan;
- the Equalities Policy;
- the school's evaluation procedures.

1.2 All parents and carers are equally valued as part of our school community. Children's learning is improved when we work in partnership with their parents or carers, and their wider family. We therefore believe in close cooperation with all families, and in regular consultation between the home and the school. We also recognise that volunteer workers, as part of the wider community, have a valuable contribution to make to the daily life of the school.

2 Aims and objectives

2.1 Our aims through parental and volunteer involvement are:

- to enhance the learning experiences of all pupils;
- to encourage parents/carers and volunteers to be involved in the children's learning;
- to provide a partnership between home, school and the community, seeking to ensure that families and friends feel welcome and valued;
- to ensure that maximum use is made of all these adults' skills to enrich learning opportunities.

3 Involvement in the life of the school

3.1 Our school is open to parents, carers and volunteers at all reasonable times.

3.2 Families are invited to regular events, activities and celebrations that are organised by the school or the 'Friends of St Bartholomew's'. These occasions provide an opportunity to celebrate success and a viewing public for a lot of the pupils' work.

3.3 Weekly newsletters are sent home.

3.4 Parents, carers and volunteers can view much of this written information, including the school's prospectus on the school website.

4 Involvement in children's learning

4.1 Parents and carers can talk with teachers before and after school on an informal basis on most days.

4.2 Appointments to see a teacher or the Headteacher can be made through the school office, and can be set up for as soon as required in most instances.

4.3 There are opportunities for parents and carers to have a formal discussion with their child(ren)'s teacher at the Autumn target-setting day and the open evenings during the Spring and Summer terms. Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views. Focus meetings are held at the beginning of each term to inform parents of the plans for the term and any classroom protocols and procedures that parents need to be aware of.

4.4 An annual report on each child's academic and personal development is sent to parents in the summer term. An acknowledgement slip is attached, and parents and carers may request a meeting with the teacher to discuss the contents of the report.

- 4.5 Regular curriculum workshops are organised to assist parents and carers in supporting their child(ren)'s learning.
- 4.6 Policy documents, schemes of work and National Curriculum guidance are readily available for parents and carers to view.
- 4.7 Curriculum diaries are sent to each family at the start of each term, detailing the aspects of learning that each child will undertake, and how families might support that learning, e.g. by visiting museums, galleries, websites, etc.
- 4.8 Home-school log books detail specific daily requirements and homework schedules are given at the focus meetings. We value parental support regarding the completion of these tasks.
- 4.10 Formative and summative assessments, as well as records of progress and achievement are also readily available, as appropriate, to each child.
- 4.11 Parents and carers are invited to our regular class assemblies, when children have the opportunity to talk about their work to those present.

5 Types of help at school

- 5.1 Each term, through a newsletter from the Headteacher, we invite parents and carers to offer their services at school. They are asked to help look after groups, and to help with various activities (e.g. listen to children reading, or lend a hand with activities of a practical nature).
- 5.2 Parents, carers and volunteers offer valued support when they respond to invitations to accompany school groups on educational visits, including, in some instances, assisting with transport arrangements.
- 5.3 Parents, carers and volunteers are invited, where possible, to visit classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.
- 5.4 The Governing Body will seek parents who are willing to serve as members of the school Governing Body. These will be elected by other parents and carers. Parent governors represent the views of parents and carers, e.g. when they feel that their children's special needs are not being recognised by the school.
- 5.5 We value the work of the Friends of St Bartholomew's. This body of parents/carers and school staff works voluntarily to raise money for the school.

6 Organisational arrangements for volunteers

- 6.1 If a parent or member of the community would like to volunteer in school on a regular basis they must fill out a volunteer form, available from the school office, indicating their available times and preferred age groups. If a space to volunteer is available, the volunteer will be contacted by a member of SLT to an informal interview discuss arrangements. [For example; does the request to volunteer form part of a course that will lead to a formal qualification?] **The volunteer will then be asked to read and sign appendix 2 before starting the placement.** If there are no available spaces the volunteer's information will be kept on a waiting list and notified when a placement is available.
- 6.2 All volunteers over the age of 18 without a current DBS clearance will be checked against the Barred List (List 99) before starting the placement.
- 6.3 If a request for a student to attend a work experience placement is received a member of SLT will check to see if there is capacity. The school does not take more than two work experience students simultaneously. Before the placement is agreed the student must attend an informal interview with a member of SLT.

- 6.4 All volunteers must sign in and out from school and wear a visitor pass at all times.
- 6.5 All helpers working with children in class are asked to check the purpose and details of the activity, before commencement, by talking with the teacher. Qualifications requirements for regular helpers will be the same as those for TAs i.e. a minimum of grade "C" GCSE in Maths and English.
- 6.6 All helpers are asked to inform the school; in advance if possible, should they be unable to attend school at a prearranged time.
- 6.7 All helpers will be reminded of the confidential nature of their work in school. The School Handbook will be used as a basis for their understanding of school procedures and policies.
- 6.8 All volunteer helpers will be required to read and sign our 'Guidance for Volunteers Working with Children at St Bartholomew's School' (Appended to this document).

7 Consultation

- 7.1 Our home-school agreement, signed by pupils, parents/carers and the school, details the responsibilities and expectations of all parties.
- 7.2 The school will make every effort to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
- 7.3 Parents or carers of a child with a disability are asked to keep the school fully informed about any relevant issues, so that the school can make all reasonable efforts to meet the requirements of that child.
- 7.4 The school values regular feedback, and will make every effort to act on parents' and carers' views, wherever possible.
- 7.5 Teachers (including the Headteacher) can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- 7.6 Periodically, the school will seek parental views more formally, through an annual survey, or a questionnaire on a particular theme.
- 7.7 The School Profile is published each year and is available for inspection by parents, carers and volunteers.
- 7.8 After an Ofsted inspection, parents and carers will receive a summary of the findings, and later on, they will be sent a summary of the action plan written in response to the report. Pupils will receive a letter from the Lead Inspector.

8 Monitoring and review

- 8.1 The Headteacher, Deputy Headteacher and Inclusion manager will monitor the implementation of this policy, and will submit periodic evaluation reports on its effectiveness to the Governing Body.
- 8.2 This policy will be reviewed every two years, or earlier if necessary.

Appendix 1

Guidance for Volunteers Accompanying School Trips

Welcome to St Bartholomew's. Thank you for offering your time to help out. We hope you will find the following useful and helpful in making your time with us enjoyable.

Briefing

Make sure you arrive in good time to be present at the briefing about the event.

The staff and children expect you to:

Speak to our children in the way that you would want to be spoken to yourself.

Standards of behaviour

All children are expected to be well mannered and polite. School behaviour rules should be reinforced by all adults working with children. Please ensure you are aware of these before you leave the school premises.

Safeguarding

If working with an allocated group of children, please ensure that you know where they are at all times.

All staff, volunteers and visitors are reminded that, in line with our policies, we do not physically reprimand children. For your own safety try to avoid physical contact with children at any time, unless you are helping a child who is hurt or in order to prevent a dangerous situation from occurring.

If a child tells you something that you are worried about, it needs to be passed on immediately to the class teacher, Headteacher or Assistant Headteacher. It must not be discussed with anyone else.

Parents, who do not have DBS clearance, need to make sure that they are always with an adult who does have DBS clearance. Any volunteers without DBS clearance must be checked against the Barred List (List 99) before accompanying children on a trip.

Medical

The class teacher will ensure that first aid kits are taken on trips. Children, who need asthma pumps or epipens will be given their box to keep with them whilst on the trip.

Should you have any concerns, questions or feedback, please don't hesitate to speak to the class teacher or one of the Senior Leadership Team.

Appendix 2

Saint Bartholomew's In-Class Volunteer Agreement

Welcome to St Bartholomew's. Thank you for offering your time to help out. We hope you will find the following useful and helpful in making your time with us enjoyable.

The staff and children expect you to:

Speak to our children in the way that you would want to be spoken to yourself.

Standards of behaviour

All children are expected to be well mannered and polite. School behaviour rules should be reinforced by all adults working with children.

Safeguarding

If working with an allocated group of children, please ensure that you know where they are at all times.

All staff, volunteers and visitors are reminded that, in line with our policies, we do not physically reprimand children. For your own safety try to avoid physical contact with children at any time, unless you are helping a child who is hurt or in order to prevent a dangerous situation from occurring.

If a child tells you something that you are worried about, it needs to be passed on immediately to the class teacher, Headteacher or Assistant Headteacher. It must not be discussed with anyone else.

Only parents with a DBS clearance are able to work 1:1 with children. Parents, who do not have DBS clearance, need to make sure that they are always with an adult who does have DBS clearance. Any volunteers without DBS clearance must be checked against the Barred List (List 99) before working in the school.

Medical

In school, children are sent to the medical room for first aid, or have first aid administered in their classroom.

Fire (details of procedures are in all classrooms)

If you discover a fire or hear the fire alarm, please:

- Leave by the nearest safest route.
- Ensure children line up in line order and in silence in the playground.
- Do not stop to collect personal belongings and close all doors behind you
- Do not re-enter the building until given the all clear by a senior member of staff

Allocation of Volunteers

Wherever possible volunteers will be placed in the year group they have expressed an interest in working with, unless they have a child in that year group.

To meet the needs of the children, there may be times when a volunteer will be asked to work with a different year group.

Tasks volunteers may be expected to do in the classroom

- Read with children
- Carry out classroom administration tasks (filing work, sharpening pencils, mounting work for display)
- Support the learning of the children as directed by the class teacher
- Prepare classroom resources
- Accompany children swimming (Volunteers should not accompany the children in the changing rooms unless another member of staff is present).

Volunteers will not be used for

- Targeted interventions
- 1:1 support with a child who is on the SEN register, unless agreed by the Assistant Head teacher for inclusion

Volunteers are welcome in the staffroom but must uphold school confidentiality. Confidential information about the school, staff or pupils should not be discussed with others.

Should you have any concerns, questions or feedback, please don't hesitate to speak to the class teacher or one of the Senior Leadership Team.

I have read the above and agree to follow the school's procedures when volunteering. I understand that not following procedures may lead to my placement being cancelled by the school.

Volunteer name: _____

Signature: _____

Date: _____