



**Lowther**

## Information for Volunteers at Lowther School

Thank you for volunteering to help our children in school. We believe that the involvement of parents and carers in children's education is very important, and we encourage active participation in many ways. Some parents come to school to help with a variety of tasks such as computing, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. Other parents help when the children are taken on educational visits outside school, or get involved with the work of our parent/teacher association (PTA).

We aim to give you all the information you need to make your time both worthwhile and enjoyable. Thank you for your support!

### DBS

We carry out a Disclosure and Barring Service (DBS) check for all staff and volunteers who have regular contact with children. Without a DBS check you will not be able to start your volunteer work. All schools need to hold a register of the checks undertaken. You will need to complete a DBS online check. We will help you get the process started. 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. Please contact Mrs. Day in the school office regarding checks.

### SECURITY

When you are helping in school, please make sure that you sign the visitors' book located in the school office when you arrive and leave; this is important in case the fire alarm rings, and so that we know at all times who is officially on the premises. 'Volunteer' lanyards are available next to the visitors' book. Please wear yours when in the school, and return it when you leave.

### CONFIDENTIALITY

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. Do not share anything you know or hear about specific children with your friends or family, or with a child's parent if you know them. Teachers are responsible for informing parents of any issues relating to their child's welfare and learning. Volunteers will be asked to complete a confidentiality agreement (attached).

### MOBILE PHONES

We would be most grateful if you would keep your mobile phone on silent whilst helping in school, and please do not take calls or read or send texts whilst supporting the children. Please do not take photographs of any children in school.

### SAFEGUARDING

All volunteers are expected to have read the Safeguarding Policy, and especially part I of the DfE guidance, Keeping Children Safe in Education, which is included in the policy. It is on our website, or can be read in the school office:

<http://www.lowther.richmond.sch.uk/school-policies.php>

You will need to sign in the school office to confirm that you have read the policy.

If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting, so that others cannot overhear.

Designated Safeguarding Lead: Emily Fitch (SENCo)

Designated Safeguarding Lead: Alastair Ripley (Deputy Head)



## FIRE/EMERGENCY

If the fire alarm sounds, please make your way, guiding your child/children, to the school field using the nearest exit, and assemble on the field at the back of the school in class groups. Emergency evacuation procedures are displayed in all areas of the school building.

## GUIDANCE FOR VOLUNTEERS ON SCHOOL TRIPS

We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers. If you have any questions about a school trip, please see the class teacher. Here is some general guidance:

- The teacher will give parent helpers a list of children for whom they are responsible, along with instructions for the trip and a copy of the risk assessment.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick buckets/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions, eg when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and parents in emergency situations.
- If you need to leave your group for any reason, eg to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or to the Headteacher on your return from the trip. If you have any worries or queries, or any good ideas on how we can improve anything, please let us know - we are always willing to listen.

Thanks again for getting involved in school life, we hope you love volunteering at Lowther!

## VOLUNTEERS CONFIDENTIALITY AGREEMENT

I have read and understand the 'Information for Volunteers' and the importance of confidentiality when volunteering at school. If I have any queries or questions I will speak to the class teacher.

Signed.....

Date.....

Please print:    Name:  
                          Address:

Telephone No:

DBS Clearance No: