

Four Swannes Voluntary Helpers Policy.

All helpers, parents/volunteers must be CRB checked before they have access to children. The Head Teacher must be notified of all potential helpers.

Upon arrival to school they must be given the helper leaflet on child protection and sign to say they have received it.

They must familiarize themselves with the following information:

Voluntary Helpers

We believe that the voluntary help received by the school is part of sharing the learning process and is an active way of informing parents about the varied activities experienced by the children.

Parents are critically important in the development of their children and their input is valued and encouraged. If you can help in any way please see a member of staff.

Here are some 'do's' and 'don'ts' for Voluntary Helpers

- * Always follow the instructions of the staff
- * Consult the teaching or non-teaching staff if you have any concerns or queries.
- * Talk to the children in a quiet warm voice, encouraging good use of language.
- * Use eye-contact when talking or listening to a child.
- * Report any accident to a child no matter how minor.
- * Accept you are in a position of trust and do not discuss any child outside of the school.

Please don't

- * Allow any child to be rude or cheeky to you - inform the teacher.
- * Discuss your duties or childrens' work with the teacher while she is working with other children.
- * Never discuss a child's work or behaviour with another parent. Always state your concerns to the teacher or Head.
- * Never accept any language which you consider impolite.

Thank you for your support and assistance. It is really appreciated.

Date: September 2012

Reviewed: September 2016

Next Review: September 2017