The Slough and East Berkshire C. of E. Multi Academy Trust

Colnbrook C. of E. Primary School

Parent and Volunteers Guidance

Owner:	Senior Leadership Team
Date Reviewed:	March 2025
Date Guidance to be reviewed:	March 2027

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

Parent and Volunteers Involvement Guidance

Introduction

All parents, carers and volunteers are equally valued as part of our school community. Children's learning is improved when we work in partnership with their parents, carers, their wider family and volunteers. We believe in close partnership and a range of skills and experiences can enhance the learning opportunities for all our pupils. The School therefore, welcomes and encourages parents, carers and volunteers from the local community.

Safeguarding

SEBMAT and Colnbrook C. of E. Primary School are committed to safeguarding pupils, young people and vulnerable adults and expect its parents, carers and volunteers to share that commitment.

The welfare of pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of this policy and asked to sign a Parent/Volunteer Agreement (Appendix A)
- All of our volunteers must have been cleared by the DBS
- All of our volunteers must read Keeping Children Safe in Education (KCSiE) part 1 and annex B
- Where a volunteer is engaged in a 'one off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers must be under the constant supervision of school staff.

Any concerns a volunteer has about child protection, or Prevent issues, should be referred to the designated person or Headteacher.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher, or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way. This includes any concerns regarding safeguarding.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'Frequent' – once a week, or more often on an ongoing basis; and
- 'Intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit, or on a more regular basis, e.g. hearing pupils read; usually approaches the class teacher in the first instance who will then liaise with a member of the leadership team and confirm with the Headteacher. A Parent/Volunteer Application Form needs to be completed (Appendix A).

The process for recruiting Volunteer(s) who will be working frequently:

- The parent/candidate/s attend the school for an informal discussion.
- An enhanced DBS check undertaken.
- The volunteer will be made aware of the role and responsibilities they will be undertaking.
- If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis.
- Induction - school policies and documentation explained and issued. Information regarding safeguarding and how to report will be shared.
- Volunteer records to be kept in a central place within the school.
- Receive training appropriate to the activities they will support (including a safeguarding briefing).

Before starting to volunteer at Colnbrook C. of E. Primary School, a parent or volunteer should complete the Volunteer Agreement (Appendix B), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity

Supervision

All parents/volunteers work under the supervision of a member of staff. Teachers will act as the designated supervisor and retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Parents/Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour, or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

An appropriate member of staff will ensure that Parents/Volunteers are clear about emergency procedures e.g. Fire Alarm Evacuation; and about any safety aspects associated with particular tasks e.g. using DT equipment/accompanying pupils on visits. Parents/Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Headteacher.

Types of Help that can be provided at school

We welcome Parents, Carers and Volunteers to help in our school.

In Class
Parents/Volunteers are invited to help on a half-termly basis with groups and activities in class (e.g. listening to children read, or helping with practical activities).

Parents/Volunteers are also invited, where possible, to visit classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.

Educational Visits
Parents/Volunteers offer valued support when they respond to invitations to accompany school groups on educational visits, including, in some instances, assisting with transport arrangements.

The Governing Body
Occasionally the governors will seek parents, elected by other parents, to serve on the governing body.

Organisational Arrangements

Attendance
All Parents/Volunteers are asked to sign in and sign out of school when visiting, for security reasons.

All Parents/Volunteers are asked to inform the School, in advance (if possible), should they be unable to attend school at a pre-arranged time.

All Parents/Volunteers working with children in class are asked to check the purpose and details of the activity, before commencement, by talking with the teacher and / or teaching assistant.

Confidentiality
All Parents/Volunteers will be reminded of the **confidential** nature of their work in school. Any concerns about the pupils they work with/come into contact with should be voiced with the designated person and **NOT** with the parents of the child/person(s). Parents/Volunteers are bound by a code of confidentiality.

Parents/Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher, or appropriate senior member of staff. Any information gained at the School about a child or adult should remain confidential.

Equality of Treatment
Family members / staff who are working with children should treat their kin no differently to other pupils as all children deserve equality and the same opportunities. It should be explained to the child(ren), who are also family members of how behaviours at school are different to those at home and familial relationships must be conducted differently to ensure professionalism, respect and a sense of fairness for all children.

A*PPENDIX A*

Colnbrook C. of E. Primary School
PARENT/VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Parent/Volunteer: Forename: _____ Surname: _____

Date of Birth: _____

Address: _____

_____

Postcode: _____

Contact Number: _____ Email Address: _____

What activities/areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements.)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school, please give details of their year groups/classes).

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details – continue on a separate sheet, if necessary).

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX B

Colnbrook C. of E. Primary School
PARENT/VOLUNTEER AGREEMENT

Thank you for offering your services as a Parent/Volunteer at Colnbrook C. of E. Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the school. You will receive a copy of it for your records.

- I have received a copy of the school's Parent and Volunteers Guidance Policy.
- I agree to support the school's Aims.
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I understand that an enhanced DBS check will be undertaken (Disclosure and Barring Service).
- I have been made aware of who is my designated supervisor e.g. Class Teacher.

Name in Full: _____

Signature: _____

Date: _____