

**Christ the Saviour CE School Procedures
Parent and Adult Volunteer Helpers in School and on Educational
Visits
Revised September 2025**



Thank you for offering to help in school.

We have collected together some information and guidance which we ask you to read before you begin to work in the classroom or help on an educational visit and we hope you find it helpful. If there is anything else you feel would help you, please let us know.

It is our policy that all adults working in our school have an understanding of our Discipline and Behaviour Policy and our Safeguarding Policy. Likewise, your attention is drawn to the fire evacuation procedures on display in every room in the school. Again you should familiarise yourself with these for each room you work in.

Parents and adults working in school are expected to abide by a code of conduct and manner of professional working including the school's professional dress code, with which you should familiarize yourself. Any queries should be directed to the class teacher you are working with, or to any senior member of staff. All senior staff operate with the full authority of the head teacher.

Parents will be directed how they may support the school and will not normally work in the same class as their child.

DBS checks will be required if you are regularly volunteering at school and you will also have to attend a safeguarding training session to know how to respond appropriately if a child discloses sensitive information relating to child protection to you.

The school reserves the right without reason or appeal to accept or reject any offer of adult help as they so determine.

We appreciate your time and support and hope that you will find the experience both enjoyable and rewarding.

Kind regards,

Mrs K Tramoni
Headteacher

School Vision

The school vision is at the heart of everything we do as a Christian school.

Rooted in our Christian foundation, we are an aspirational and inclusive community loving and serving God. We seek to recognise and develop our unique gifts in accordance with the biblical principles of wisdom and love, preparing children to be educated citizens in a global world.

In order to help us achieve our vision we seek to work cooperatively with parents in our community. Everyone working will treat children, as well as other adults, with respect and in such a way that positive feedback is given rather than a negative response to things that have gone wrong.

This positive approach is how we aim to sustain and enhance the professional and purposeful ethos of the school.

Confidentiality

Everyone working within the school is expected to respect their position and the access they have to confidential information. Trust is maintained by observing the confidentiality of the staffroom and not repeating information gained elsewhere.

Similarly, any information concerning children, whatever it may be, must be kept confidential. If a parent helper is approached by a parent and asked for information it is vital s/he refer that parent to the class teacher or member of the senior management team. Parent helpers must never speak with other parents about the running of the school. If you are unsure of why something happens the way it does, speak to a member of the senior management team. The school management reserves the right to choose parents who work in school. A range of parental help will be encouraged over time.

Health and Safety

All adults have a collective responsibility for health and safety and anything that appears to present a risk should be reported to a member of staff without delay.

If you see anything you consider unsafe, raise it with the class teacher first.

Mobile telephones are not permitted to be used by volunteers.

When on educational visits, adults are required to supervise children so smoking and coffee breaks are not permitted. Adults are expected to join teachers and eat their lunch with the pupils.

In the classroom

The class teacher is responsible for everything that takes place in the classroom.

Support from parent helpers will help them in this task. Parents are expected to work cooperatively and professionally with staff.

Behaviour

In matters of discipline, all adults should take their lead from the class teacher and will not be expected to address the whole class.

Teachers vary in their approach according to the needs of the children in their class. Class rules are clearly displayed in each room and referred to regularly. Some children may have their own individual behaviour support plan with a reasonable adjustment made to allow them to access the school rules.

The school seeks to promote positive and acceptable behaviour and in doing so will actively praise and reward 'good' behaviour. Undesirable behaviour cannot be ignored, but strategies used by the class teacher will need to be reinforced by additional adults in the classroom.

Children need to understand that it is the behaviour that is disliked, not the child. Self esteem, or the lack of it, is often at the root of behavioural difficulties, and all adults working with children need to take care that a child's self esteem and confidence is not further destroyed by their response to that child's behaviour.

On the carpet

When the teacher is delivering the whole class teaching input, it is desirable for the adults to listen carefully as reinforcement and clarification will be needed when the children start to work on their own.

Teachers will make the learning objective for the lesson clear to the children. If you are not sure what it is, please ask for clarification. How the teacher asks questions and leads children to draw their own conclusions is an important part of any lesson. This can be enhanced when additional adults in the classroom talk to the children after the teacher's input.

Interruptions

It can be very disturbing for the children and the teacher if additional adults have a conversation during the carpet session or direct input. Therefore we ask adults to step outside the classroom if they need to speak to another adult.

There are appropriate times for talk between children and these are structured. When moving around the corridors, the children keep quiet; this is to instil self control, good order and safely co-ordinate the large number of children moving around the school in a safe and disciplined manner. We expect all children to be polite at all times.

Christ the Saviour C.E. Primary School

Volunteers on Educational Visits or Events

Thank you for offering to help on this educational visit or event. The visit has been carefully organised so that all children are safe and can learn at the venue.

You must have had the school's safeguarding training and have an enhanced DBS clearing if you volunteer regularly.

All volunteers who assist the school are recorded on the school's Single Central Register.

You may be asked to:

- Take responsibility for a group of children which means keeping them with you at all times. The lead adult will give you the address of the educational visit or meeting area in the unlikely event of the class group being separated
- Know the school's procedures for safeguarding and child protection
- Be aware that some children will need reminders and encouragement to behave appropriately at all times
- Be aware that there will be 'risks' at the location such as adventure playgrounds, traffic, large open spaces where there are interesting things and children can wander off. The children's safety is of paramount importance
- NOT buy/give any food or drink to any child
- NOT buy gifts for children from the shop, if there is one. Purchases may or may not be planned by the teacher and it is important that all children are treated in the same way
- Be aware that educational visits as well as being enjoyable are for educational purposes and can be hard work for adults
- Be aware that meal/drink stops and all events are carefully planned by the teacher and you are asked not to deviate from the programme
- Abide by health and safety requirements
- Maintain confidentiality about anything to do with a child on the visit
- Do not use mobiles or cameras when supervising on a visit.
- Staff cannot permit you to leave pupils in order to have a cigarette or coffee break
- Abide by the Code of Conduct and behave responsibly and professionally at all times
- Abide by the teacher's requests at all times

I agree to the above conditions and would like to help on the educational visit and have read the Guidance Booklet for Parents available on the School's website.

Signed:

Date: