



*Learning Today, Leading Tomorrow*

Bishops Down Primary School

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*Headteacher: Mrs C Owen*

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Dear Volunteers

We are often asked by parents and guardians whether or not we have helpers in school. The answer to that is yes, we really appreciate the extra help that our community can offer. However, we do have to be careful to ensure that the well-being of all pupils is our top priority. As a result, we will ensure that anyone helping in school has been vetted correctly.

#### **Who can help?**

Anyone involved with the school, parents or relatives of pupils, including mums, dads, grandparents, governors and friends.

#### **Where will I be able to help?**

It is our school policy to place regular volunteer helpers in a class that their own children are **not** in. This is to prevent any confidentiality issues and to avoid children being clingy or unsettled. From time to time teachers may ask for one off volunteers to assist with an activity, in this case they may decide that it is appropriate to allow helpers to work with their own children.

#### **What do I do if I want to help in School?**

Talk to your class teacher in the first instance. Tell us what you can offer the school whether it is a particular skill or simply time that you can offer to listen to pupils read. If you still wish to help, please complete the form below and return it to the office. If we can make use of your skills you will be invited to have a police check carried out if appropriate.

#### **What will I do?**

There are lots of ways you can help in school. What you will actually do depends on what is needed at the time and also on your own interests and skills. Whatever you do, you will get as much information and guidance as possible. When you work with children at school you will always be under the supervision of one of the teachers, who will let you know what we want you and the children to do. If you have specific skills which could be used in school, please let the teacher know and she/he will try and use your time and skills in the most productive way possible.

#### **How often will I be able to help?**

That will be negotiated between you and the school. We prefer volunteers to make a longer term commitment e.g. once a week for an afternoon/morning for a term or longer.

#### **Can I help on school trips?**

As a general rule, we will use school staff to assist teachers on school trips. However, sometimes we are able to invite parent helpers along too. In these cases it is up to the class teacher to decide which parents will be able to go. Any parent chosen must already have been vetted.

#### **What is an enhanced DBS Disclosure?**

To ensure the safeguarding and welfare of all our children here at Bishops Down we will carry out a full enhanced DBS disclosure on any adult helping in school regularly who may be working alone with a group or child. These procedures will help us to identify anyone unsuitable to work with children. It is KCC policy that we can only accept DBS checks that have been issued by KCC. Please note that these checks cost the school a considerable amount of money and so we must be sure that you will be able to commit time regularly.

**I want to help so what happens when I have filled in the form?**

We will try to match you with a class teacher. You will be contacted and asked to come into school to be vetted. Then a class teacher will contact you and invite you in to meet him/her. You will be given some written guidance and then be given a start date.

Yours sincerely



**Clare Owen  
Headteacher**

**FOR THE ATTENTION OF: SUE SOLOMON**

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

Names of children, ages, classes:

Days and Times Available please tick days and write in times:

Monday	Tuesday	Wednesday	Thursday	Friday

Would you prefer a regular time slot? Yes/No Please delete as appropriate

Please detail any particular strengths/talents \_\_\_\_\_

Do you already have a Bishops Down CRB check? Yes/No Date of Completion: \_\_\_\_\_

Please sign to say you have read and understood contents of the Parent Volunteer Handbook which is available on the school website.

Signature: \_\_\_\_\_

Please also complete the attached Safeguarding Requirements Form which we are legally obliged to have all volunteers sign which is also available on the school website.

