



PARENT HELPER/VOLUNTEER POLICY



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Approved by	Joe Masterson	Headmaster
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	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
Next review	Spring Term 2026	

PURPOSE

Volunteer helpers are:

- Parents or other adults working alongside teachers and support staff.

We recognise and value the effort taken by parent helpers and other volunteers who contribute towards school activities. We encourage parental/volunteer assistance and acknowledge that school activities can be enhanced by parental/volunteer assistance. We aim to ensure that volunteered time spent in school is productive and enjoyable.

The deployment of any volunteer, whether for one day or for several sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted, and they are safeguarded from harm. This policy sets out the practices and procedures that will be followed by appointing, managing and supervising parent helpers and other volunteers. It also contains a code of conduct which all volunteers are required to comply with, for us to provide a safe environment and positive educational climate for pupils.

Activities that parent helpers are engaged in might include:

- Accompanying school visits /trips.
- Activities during lessons.
- Assisting practically during events in the school e.g. assemblies/school play.
- Hearing children read
- Helping with school discos and other FOBS events

Aims of this policy is to:

- To give clear guidelines on the ways in which parents can help in school.
- To provide current and prospective adult helpers with expectations and information on school procedures.
- To ensure good communication between teachers and parent helpers.

Health & Safety

Helpers are subject to the school's Health & Safety regulations and are welcome to read the Health & Safety Policy. First Aid must only be carried out by a qualified member of staff.

Safeguarding

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within our school who have specific responsibilities.

- Headmaster
- Designated Safeguarding Leads (DSLs)/Safeguarding Team
- Senior Leadership Team

All staff and volunteers in school have a responsibility to report any concerns they have, or any disclosures that are made to them, to the designated person. If their concern is about a member of staff, then they should also refer this to the Headmaster. If the concern is regarding the Headmaster,

then the person should report their concern to the Chairperson of Brackenfield School – Mr John Forsyth.

Becoming a volunteer

In the first instance all parent helpers/volunteers should complete a Volunteer Information form. It is an expectation that Brackenfield School will follow the guidelines as stated in the latest version of Keeping Children Safe in Education our Safer Recruitment policy to ensure that any helpers/volunteers go through specific checking procedures which includes a DBS check for non-regulated activity (enhanced volunteer check), references. If a volunteer helper has had any criminal convictions or allegations made against them, these must be disclosed to the Headmaster prior to volunteering in the school. If the volunteer is cautioned, questioned or arrested by the police whilst a volunteer at the school they should bring this to the attention of the Headmaster. This will be dealt with in strictest confidence. The Headmaster has the authority not to accept the help of volunteers if they believe that it is not in the best interests of the pupils.

If out on a school trip it is likely that you will not be allocated to a group containing your own child.

Once all the necessary paperwork and checking is in place, all volunteers will be invited for an induction meeting with the Deputy Head. During this short meeting information will be shared regarding:

- Safeguarding Policy
- Behaviour Policy
- Health & Safety
- Fire evacuation (whilst in school)
- Responsibilities whilst on a school trip
- Roles of a parent helper/volunteer
- Volunteers will be given a copy of this policy. They will be asked to read this policy and be asked to sign acknowledging that they have read and agree to work within the guidelines, particularly regarding confidentiality. The Deputy Head will talk them through these guidelines, discussing and answering any queries.

Confidentiality

We ask that confidentiality be maintained in respect of children's:

- attainments
- attitudes
- behaviour

Under NO circumstances should helpers share information about a child or member of staff with anyone outside the school staff team and if approached by other parents they should refer their concerns to the school.

Security

For security reasons, when entering the school site, please use the front door and sign yourself 'In' (and later, when you leave, 'Out') on the sign in screen which is situated in the reception area. This is very important and enables us to know who is on the premises in case of fire or other emergency.

Please also always wear a purple (DBS checked) visitor badge.

Fire & Evacuation procedures

The fire alarm is a continuously ringing bell. When it sounds, the teacher will lead the children from the room through the designated exit. Parent helpers/volunteers should follow the class outside for roll call.

Supervision

Adults helping in school with the children are always under the supervision of the class teacher who will explain the task, what is required of the children and the helper's role in that setting.

Staff Responsibilities

The following procedures for staff should ensure that there is clarity about the roles and responsibilities of all involved, being mindful of Safeguarding Procedures.

- Before approaching a potential helper or accepting an offer of help, the teacher should consider the effect that having the helper in class will have on the children; this is particularly important if the helper has their own child in the class.
- The helper will have the fire procedures and first aid procedures explained to them, depending on what the task in hand is i.e. in school or on visit.
- The teacher will ensure that the assigned task is appropriate for the helper to carry out, being clear as to what is expected.
- The teacher will ensure that the adult helper works under their (or designated teacher/TA's) direction at all times.
- Helpers should be encouraged to give feedback to the children, although the teacher retains responsibility for the children at all times.
- Children will be expected to behave with courtesy and politeness and the teacher retains responsibility for discipline. The teacher will explain to the helper what the expectations of children's behaviour is.
- All helpers will be informed that under NO circumstances should they discuss children outside the school and if approached by other parents they should refer their concerns to the school.

Off-site Trips and Visits

School trips are an integral part of learning at our Mission Area: Activities. These trips/activities offer our pupils many opportunities that are outside their usual experiences.

Role of the Parent Helper

- to be responsible and look after, in equal measure, all the children in an allocated group.
- to stay with the allocated group of children, ensuring that their wellbeing and safety is maintained for the duration of the trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the public.
- to ensure that the group keeps up with the body of the school visit party, be it walking, entering or exiting from transportation or following guides for the trip.
- to contact the child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff School staff expect volunteer helpers to:

- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information and helping to explain areas of interest.
- follow guidance from school staff.

What is not permitted:

- Parent helpers are not allowed to bring additional siblings on the trip.
- Parent helpers are not allowed to re-organise school visit groups.
- Parent helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Parent helpers are not permitted to take photographs of children either on a camera or mobile phone.
- Parent helpers should avoid using personal mobile phones during the trip unless in an emergency and as directed by the teacher.
- Parent helpers are not allowed to give/buy their group treats such as ice creams, biscuits or sweets before, during or after the trip.

First Aid

All members of staff have undertaken first aid training. Parent helpers will be informed if any child in a group has medication or particular needs. If medicine needs to be administered, this will be done by a member of staff unless it is the parent helper's own child who requires medicine, in which case the parent will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid packs will be carried by staff.

Code of conduct for volunteer parents

All staff, including parent helpers, are expected to maintain high standards of behaviour and conduct while involved in activities at the school.

The following is a guide to appropriate conduct:

- Observe the high standards of behaviour and ethical conduct promoted by the school.
- Respect other members of the school and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies.
- Always maintain confidentiality , unless there is a need to report something.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes professional, healthy and safe working practices.
- Follow directions from the class teacher providing supervision, as well as any other staff members at the school, and seek guidance where you may be uncertain of tasks or requirements.
- Observe safe working practices that avoid unnecessary risks and report to the supervising class teacher any potential hazards in the workplace.
- Conduct your work in a co-operative manner.
- All volunteer helpers should read the Acceptable Use Policy
- Turn off and put away mobile phones.
- Inform the Head if you are taking any medication that might affect your role in the school.

Parent helpers should never:

- Discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the Head.
- Develop 'personal' relationships with pupils.
- Work with children when not in a physical or emotional state to do so, for example, under medication that makes leads to drowsiness or under extreme stress that may impair judgement.
- Behave in an illegal, improper or unsafe manner, for example, smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, discriminatory or offensive nature.
- Behave in a manner that may bring the school into disrepute when representing the school.
- Present for work under the influence of drugs or alcohol, including hangovers.
- Give or receive (other than 'token') gifts.

Single Central Register

In line with the schools Safer Recruitment Policy, all volunteers will be added to our Single Central Register and will undergo all appropriate checks and procedures.

Name of policy Parent Helper/Volunteer Policy	Policy reviewed/amended date March 2023 V2 January 2024 V3 January 2025 V4 March 2026 V5
Original policy date February 2022	Current version V6
Date of new review Spring Term 2027	

Brackenfield School



Parent Helper/Volunteer Information Form

Volunteer Details			
Name			
Email		Telephone H	
		Telephone M	
Address			

Volunteer Information – I am available for the following			Any days/times you know you are not available		
Class visits	Yes	No	Mornings	Yes	No
			Afternoons	Yes	No
School events	Yes	No	Days of the week (please tick where available)		
			Monday	Tuesday	
In classrooms	Yes	No	Wednesday	Thursday	
			Friday		

VOLUNTEER AGREEMENT - Please read and sign this volunteer agreement.
<p>Declaration</p> <p>I confirm:</p> <ul style="list-style-type: none"> • That I wish to be a volunteer. • That the School may take up references from the individuals I have nominated as my referees. • That I will provide the School with my DBS certificate if I have one, or give permission for school to use the DBS update service if appropriate. • I agree to complete all the necessary checking paperwork as required by Brackenfield School as part of their Safer Recruitment Policy. • I agree to abide by and work within the guidance in the Parent Helper/Volunteer Helper policy <p>I declare:</p> <ul style="list-style-type: none"> • I have never been disqualified from working with children. • I have never been cautioned for, or convicted of, any offences against children whether in the United Kingdom or in another country. • That I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 that prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school. I consent to the school retaining copies of the documents used to satisfy the checks it is required to undertake. I understand that the school will keep this documentation throughout the duration of me being a parent helper and for a period of six months after I stop being a parent helper.



BRACKENFIELD SCHOOL

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@brackenfield128

Parent Helper / Volunteer Code of Conduct for Educational Visits

Thank you for volunteering to support our school trip. Your role is vital in helping ensure the safety, wellbeing, and enjoyment of all pupils. By agreeing to help, you are expected to follow this Code of Conduct.

1. Safeguarding and Conduct

- Please report any concerns about a pupil's welfare or behaviour immediately to a member of staff on the trip, or the DSLs (number provided on Risk Assessments).
- Please treat all pupils and staff with kindness, patience and fairness.
- Keep conversations appropriate for young ears—we want the children to feel safe and supported at all times.
- Confidentiality matters – anything about the pupils, staff, or the trip should stay within the school community.
- Food – You must ensure that any food you bring from home or purchase on the school trip does not contain nuts. Under no circumstances should any of your own food be shared with students. If you are concerned about a child's wellbeing/eating on the trip, you must bring this to the Trip Leader's attention who will form a plan of action.

3. Safety and Supervision

- The Trip Leader/staff will guide the day—please follow their instructions so we can keep everything running as smoothly and safely as possible.
- You may be given a small group of children to support. Please stay with them at all times and do regular headcounts.
- Meeting points and timings will be shared—thank you for helping us keep to them.
- Smoking, vaping, or consuming alcohol is strictly prohibited during the trip.

4. Use of Mobile Phones and Personal Devices

- Mobile phones should not be used while supervising pupils, except in an emergency or with staff permission.
- For safeguarding reasons, photos must not be taken on personal phones or devices.

5. Contact Information

- Emergency contact information, including staff phone numbers, will be provided for use solely during the trip.
- **These phone numbers must only be used where necessary for the purpose of the trip and must not be saved, shared, or used for personal reasons.**

6. Representing the School

- As a volunteer, you represent the school. Please model appropriate behaviour at all times.
 - Show courtesy to venue staff, transport providers, and members of the public.
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Thank You

We're so grateful for your support—it really does help make the trip a success.

Agreement

I have read and understood the Parent Helper / Volunteer Code of Conduct and agree to follow it while supporting on the school trip.

Name: _____

Signature: _____

Date: _____