



**Leamington Federation**  
**Sydenham Primary School and Lighthorne Heath Primary School**  
**Confidentiality Agreement for Volunteers**

As part of our Teaching & Learning Policy we are now asking all parent helpers, volunteers and work experience students to sign a **Confidentiality Agreement**.

This means:

- If you are involved in activities such as hearing children read you do not discuss pupil progress or attainment with other parents. If teachers wish you to write in Reading Diaries, we ask that the comments are positive and indicate the pages read.
- You may, because of your presence in the classroom, see assessment data or other information regarding pupil performance. This should not be shared with other parents.
- When working in the classroom you should refrain from looking in pupil books, except when this involves supporting a child in the task set, e.g. as part of a literacy lesson.
- Inappropriate pupil behaviour is *never* discussed with other parents; it is reported to the class teacher directly who will deal with the matter.

We have attached our guidelines for volunteers in school which you should keep for reference. We hope you find them helpful.

With thanks

*Juliette Westwood*

Juliette Westwood  
Executive Head Teacher

.....

I ..... have read and understood the

Guidelines for Volunteers. I understand that breach of these guidelines may result in not being able to support teachers in the classroom.

Signed: ..... Date: .....



## **WELCOME TO OUR SCHOOL**

Thank you for your interest in volunteering at Sydenham / Lighthorne Heath Primary School. Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us.

We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise. The points of contact for volunteers are as follows:

- the class teacher with whom you work
- the school office staff
- the Associate Head Teacher
- The Executive Head Teacher

### **What procedures do I need to follow to help at school?**

Any adult volunteer wanting to help at the school will need to come to the office and express their interest. As you will be working with children we require you to complete an enhanced DBS check. This safeguarding measure is in place to contribute to the safety of all our children.

Safety is at the heart of our care for all children and it is very important that we know exactly who is on the school premises and where they are. We do so via the school office and ask every adult who comes into school to report to the school office and sign in. They will then be issued a visitors badge. We ask that visitors then sign out when they leave and return the badge.

### **What if I can not attend?**

School is a work place and you will be supporting children's learning and joining a committed team of staff. You are expected to attend the agreed sessions. The teacher may have planned an activity that cannot go ahead without your help. For this reason please contact the school office as soon as possible regarding absences so that we can avoid disruption to the children.

### **Where can I go in the school?**

As a volunteer you will be expected to work with the teachers/children who require your help. You will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

You can use the staff toilets located by the staff room. We request that adults do not use the children's toilets.

### **Am I insured while in school?**

You will be insured for the same activities as teachers.

### **What medical/accident procedures must I follow?**

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers do not administer first aid of any kind. If a child requires first aid, please see a Teaching Assistant or Lunch Break Supervisor. If you are injured whilst on the school site, please report this to the school office. If you are responding to an emergency, please stay with the child and send another child to fetch a member of staff.

## **What rules are the children expected to follow?**

At Sydenham / Lighthorne Heath Primary School we have clearly defined school rules that are posted around the school. This positive behaviour system is used by all members of staff, as outlined in our behaviour policy. This is age appropriate for Early Years, Key Stages 1 and 2 and helps to celebrate good behaviour and reinforce our school rules. As a helper, you will not be required to manage behaviour, but the children enjoy verbal praise for good behaviour from all adults.

## **What do I do if I have seen challenging behaviour or something that concerns me?**

It is very important that you share any concerns in the first instance with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please come to the school office and speak to the Associate Head Teacher or the Executive Head Teacher.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers' sign a confidentiality slip (Appendix 1 or 2) and hand into the school office.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rules apply to staff, children and volunteers working in school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility.
- Never tell off a child. The school has a behaviour policy which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem, tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.
- Never shout at a child.
- Never hit a child.
- Never threaten to hit or manhandle a child.
- Never be left in sole charge of a child.
- Read the school policy on anti-bullying and behaviour.

## **Social Networking**

We accept that social media, professional networking sites and personal Web sites are all useful technologies. However, at no time should any posts be made in reference to Sydenham / Lighthorne Heath Primary School, the children, the parents or any other professionals that includes employees or volunteers who may come in contact through work. At no time must any photographs or materials be published that identify the setting, its staff or children.

Any member of staff found to breach confidentiality or found to be posting remarks deemed to be of a detrimental nature to the pre-school or other employees will face disciplinary action in line with the pre-school's disciplinary procedure. Students and voluntary workers who breach confidentiality will be asked to leave immediately.

Furthermore if a staff member becomes aware of any social networking activity, breach of confidentiality that identifies or makes reference to Sydenham / Lighthorne Heath Primary school, registered children or their families please advise the Head Teacher immediately.

### **What if I'm not happy?**

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us! Please do not just leave. If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

### **AND FINALLY....**

We would like to thank you for offering to volunteer to help at our school. We have a professional duty to you, just as we have to all members of staff, to make your time with us happy and fulfilling.