

CHALFONT ST GILES VILLAGE SCHOOL

PARENTAL HELP IN SCHOOL POLICY

Version 3 approved by the Personnel Committee in June 2025

This policy will be reviewed in 2 years' time, in Summer 2027

This policy relates to volunteers helping in school. Parent volunteers on school trips are referenced in the educational visits policy.

Philosophy

The school welcomes parental help. This policy is aimed at promoting parental help as a positive experience for children, teachers and parents.

As a professional establishment it is important to recognise that certain conditions have to be met to retain the positive ethos of the school. As professionals, the Headteacher and teachers retain control over the evaluation of the children and of the organisation within the school.

In each class the discretionary authority is invested in the Headteacher and the teacher in charge of that class, who in turn plans and organises each working day and it is at his or her discretion that parents are invited to help with activities.

Practical Arrangements

- As part of the school's Health and Safety Policy parents are requested to remain with their allocated groups of children.
- Parents should be familiar with emergency, first aid and fire procedures.
- Refreshments will be made available at break times
- The staffroom may be used, as the discretion of the host teacher. Staff should be aware they should not discuss sensitive matters if parents are present in the staffroom.

Organisation

- All activities requiring parental involvement are planned well in advance.
- Parents are encouraged to discuss with the class teacher their involvement in a particular activity, to obtain a closer understanding so that their contribution is constructive and fulfils the aims of the teaching.
- Teachers are required to make parents aware of the classroom organisation and management, Health and Safety issues and the school rules.
- To ensure equilibrium the adult/child ratio will be closely scrutinised using the timetable provided by each class teacher.

Changes of Class

If it is the case that a parent's involvement within his/her own child's classroom is sometimes not conducive to that child's progress, at that particular time, the situation will be discussed with the class teacher and the

Headteacher. The parent will be encouraged to help elsewhere in the school, but the Headteacher will make the final decision.

Health and Safety

- all parents upon arrival at school are requested to sign in, and sign out when they leave, and comply with our Visitors' Policy.
- They will be greeted by the member of staff hosting them for the session
- Each parent will be required to complete a DBS Form (if in regulated activity) and may subsequently begin their volunteering once clearance has been received.
- Parents who help in school are required to attend the Safeguarding briefing at the beginning of the academic year and/or confirm they have read the school's Safeguarding leaflet

Equality Impact Statement

The governing body has reviewed this policy to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status.

This policy has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing body is satisfied that this policy reflects the school's commitment to promoting equality and inclusion.