



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
May 2018	Mrs D. Byron / Mrs D. Fadairo	N/A	May 2018	May 2020

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Volunteer Application / Admissions Data	Name D.O.B. Address Telephone Medical Issues	Legally Required to For Admission to School Well-Being of Children Communication	All Staff	Initially Completed on Paper Then Entered Onto School’s Information Management System Paper Version is Shredded	Held on File Throughout time volunteering in the school. Computer Retains Copy of Records in ‘Archive’

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



Volunteers are always welcomed at Marlborough Primary School and should you wish to become part of our highly valued volunteer team, you will need to sign and return the following agreement to the school office.

This information and agreement outlines the safeguarding and confidential aspect of this essential role within school.

SAFEGUARDING

Any volunteer working regularly in school will need a Disclosure and Barring Service Check to ensure that they are safe to work with children. No volunteers are able to commence their volunteer role until the DBS check has been completed and cleared. No volunteers will be left alone with children at any time.

All volunteers MUST have received and read the safeguarding and child Protection policy and staff leaflet and familiarise themselves with the suite of umbrella safeguarding policies.

HEALTH AND SAFETY

Always enter the school by the front office, sign in on the school's Inventory system and wear a badge

When leaving the school, you must sign-out, so we know you are not on the premises in the event of an emergency

Any adult seen on the school premises not wearing a badge should be challenged

No adult should be admitted to the school by a classroom door, and if seen on the premises, should be accompanied to the main office

Fire evacuation – the safe evacuation of all people in schools is the absolute priority in the case of a fire

If you are working with children in the school and the alarm sounds, you should take the group out of the school by the nearest available fire exit.

You should take them to their class assembly point

CONFIDENTIALITY

It is vital that the information and discussions that occur within school are not discussed with anyone other than the class teacher or headteacher

In the unlikely event of confidential information being disclosed outside school or a parent's or visitor's involvement with the school and its pupils proving detrimental in any way, the governing body, through the Headteacher reserves the right to refuse the help of that parent or visitor again.

PARENT HELPERS AND VOLUNTEERS ARE EXPECTED TO:

- Be outstanding role models for all children
- Work under the professional direction of staff, following school policies
- Report any concerns to teachers (and not directly intervene)
- Allow teachers to deal with discipline issues that may arise
- Speak in a kind and friendly way to all the children
- Maintain confidentiality
- Establish and maintain a rapport with pupils based on mutual respect

- Contact the teacher if you are unable to attend

PARENT HELPERS AND VOLUNTEERS HAVE THE RIGHT TO EXPECT:

- Work to be prepared and the teacher organised
- Good manners and acceptable behaviour from children
- To be treated with respect
- The teacher to deal with discipline issues that arise
- Support from the teacher
- Careful explanations of the tasks expected
- To be notified if sessions are cancelled or the timetable changes

AS TEACHERS, PARENTS AND COMMUNITY MEMBERS, WE EXPECT:

- Our children to be respected
- Our children to be safe and to feel secure
- Our children to be protected from inappropriate behaviour and language

As the Headteacher, I ask that all parents and volunteers endeavour to abide by these expectations so that all members of our school community benefit from your valuable work for the children of Marlborough Primary School.

Daphne Byron
Headteacher

I have read and understood the contents of this Agreement and the Parents Helpers Information and Guidance.

FULL NAME OF PARENT VOLUNTEER:	
DATE:	