

# Shoreditch Park Primary School

Bridport Place  
London N1 5JN

**Tel:** 020 7739 7973

**Fax:** 020 7613 4682

**Web:** [www.shoreditchpark.hackney.sch.uk](http://www.shoreditchpark.hackney.sch.uk)

**Headteacher:** Penny Smith  
**Head of School:** Siobhan Fehim  
**Deputy Head for Inclusion:** Rachel Cleverton  
**Assistant Heads:** Natalie Ketchell, David Cunnelly,  
James Scuff, Alix Bevington, Simone Bunbury



**Pastoral and Child Protection Manager:**  
Claire Keady  
**Early Years Lead:** Rozzy Freeth

## Volunteers/Parent Agreement

Shoreditch Park Primary School understands that volunteers/parents are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff.

We have no doubt that the School will benefit greatly from developing well planned active parental and community links through participation, by adults in the activities of the school on a voluntary basis.

The placement of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned. We are mindful of deploying volunteers appropriately and will not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

Name of Volunteer/Parent: \_\_\_\_\_

Placement start date: \_\_\_\_\_ End date of placement: \_\_\_\_\_

Days attending: \_\_\_\_\_

Volunteers **will not** be asked to carry out duties which:

- fall normally within a teacher's responsibility under loco parentis;
- fall normally within the job description of a teacher or member of support staff, ie they must not be asked to cover the absence of staff from school;
- would normally be performed by a contractor engaged by the LA or by the school;
- require them to have unsupervised access to children;
- expose them to dangerous or hazardous substances or situations.

Each volunteer/Parent will be designated to a specific member of staff to whom he or she will be directly responsible. In most cases this will be the Class Teacher, who remains responsible for the organisation of the class and methods of work.

The class you will be assigned to is: \_\_\_\_\_

Member of staff responsible: \_\_\_\_\_

Signed: \_\_\_\_\_

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that you may have about the children you work with / come into contact with should be voiced with the Class Teacher or Member of staff named above who is responsible for your placement and **NOT** with the parents of the child /persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a senior member of staff or Headteacher.

### **Supervision**

All volunteers/Parents work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers/Parents will:

- have clear guidance from the Teacher as to how an activity is carried out,
- understand what the expected outcome of an activity is,
- seek further advice/guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

### **Health & Safety**

The school has a Health & Safety Policy (published on school website) and this is made available on request to Volunteers/Parents working in the school. Class Teachers ensure that Volunteers/Parents are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers/Parents need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Senior member of staff/Headteacher.

Volunteers/Parents (who have regular contact with children) are also required to attend a one hour safeguarding session to support the promotion of a safe environment for all pupils and staff. These sessions run throughout the year.

### **Child Protection/Safeguarding procedures**

The school takes Safeguarding seriously and the welfare of our children is paramount. All schools must carry out a check on all staff/volunteers who have regular contact with children. This is done through the Disclosure and Barring Service (DBS) previously CRB.

To ensure the safety of our children, we adopt the following procedures to ensure the safety of our pupils at all times:

Parents/Volunteers must present **before** starting a placement:

- A current (DBS)
- Photographic ID.

If you are agree to the terms and conditions of your placement then please sign below:

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

