

# PARENT HELPER / VOLUNTEER POLICY

## **Value Statement (who we are):**

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.  
We provide an outstanding education for all children.

## **Vision Statement (what we strive for):**

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Responsibility: Headteacher

Reviewed : Spring 2025

Next review :Spring 2026

Reviewed by: SLT

At Coombe Hill Infants School we welcome parents, carers,volunteers and visitors into our school and grounds. It is important that this is managed effectively and the safety of the pupils and visitors is prioritised.

*We are a UNICEF Rights Respecting School. This policy is linked to Article 19*

*' Children have the right to be cared for properly and protected.'*

**"Safeguarding is everyone's responsibility"**

**Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.**

While you are on the premises please be aware of and follow our safety and child protection procedures to keep both yourself, and our pupils safe and happy.

### **Our Designated Safeguarding Leads (DSL)**

Sue Jakob – Deputy Head/DSL

Janet Berry – Headteacher

Jackie Heard-SENCO

Jack Morris-Year 2 lead

Gillian Bahdi/Jayne Cottee -Manager Coombe Connections

### **Health and Safety Guidelines for Parent Helpers and Visitor**

By signing and agreeing to undergo a Disclosure and Barring Check (DBS) you are acknowledging that you will read and comply with the school's Health and Safety Policy, available within the school and on our website.

You may also like to familiarise yourself with our Relationship and Behaviour Policy and Child Protection and Safeguarding Policy which can be found on the school website.

Your safety and well-being during your visit are important to us. As a parent helper/visitor, you have a legal duty to care for the health and safety of yourself and others. Please take all reasonable steps to ensure safety on this site, take note of the signage around the school and observe safe practice.

If you have any concerns during your visit with us please inform the office.

1. Fire Procedures: Ensure you are familiar with the Evacuation Plan for where you are working. Also, read the Evacuation Route for where you are working. A copy of which is attached.
2. First Aid: Any injuries to pupils/adults must be reported to a First Aider for treatment. If in doubt, go to the office. First Aid boxes are kept in the office, the Hall, Lower Bay, ICT Suite and the playground. Bumps to the head should be reported to the office, monitored and parents informed.
3. Allergies: If you are helping with cooking/food tasting make sure you have checked the class allergy list.
4. Spills etc: Always clear up spills straight away or contact the Site Team. Please make sure no cleaning products are left unlocked.
5. Portable electrical equipment must not be brought in and used on school premises.

6. When helping in school take adequate safety precautions. Please do not attempt anything unsafe, contact the Site Team who will have the correct equipment etc.
7. Be vigilant and please help to keep corridors, doorways and classrooms tidy and free of hazards. Make sure your bags are kept away from the children, particularly if you have any medication in them. Please store them in the secure classroom cupboards
8. Please help children to remember to walk at all times in the school and on their way to and from playtimes, (particularly on the steps), with a firm reminder and praise for doing the right thing.
9. Coombe Hill Infants' School is a no-smoking/vaping school.

### **Visitor badges**

Please remember to wear your Parent Helper / Swimming Helper lanyard at all times. On the back of the lanyard are the names of people to contact should you have any concerns. For all other enquiries just ask in the office.

### **Mobile phones**

Mobile phones must be switched off and stored out of sight. They must **not** be used while you are on the school grounds. Smartwatches should have notifications switched off

### **Working with individual children**

If working 1:1 with a child please ensure you do so in an open space, or remember to leave doors open. Under no circumstances must you leave the child unattended.

### **Pupil welfare**

If a child displays behaviour or tells you something, however small, that makes you concerned for their welfare please report it to the Designated Safeguarding Leads as soon as possible. If none of these people are available speak to a member of the office staff who will ensure that your concerns are addressed.

### **First aid**

If first aid attention is needed for a child or yourself go directly to the class teacher or office, do not send a child unescorted

### **Fire Safety**

On hearing the fire alarm go with the class or your individual child out through the nearest exit and assemble on the Adventure Playground and regroup with your class.

### **Mutual Respect**

All adults (parents and staff) must communicate respectfully. If you are unhappy about any situation please refer to the Complaints Policy or Child Protection and Safeguarding policy. Any aggression, rudeness, swearing or threatening behaviour will not be tolerated and will be dealt with swiftly.

**Parent Helper:** We appreciate that you may not always be able to help on your designated day. If this is the case please ring the office.

**Swimming Helper:** If you cannot help inform the CHIPTA swim co-ordinator or your class rep so they can find an alternative. Without the required number of helpers swimming may be cancelled.

### **Helping with swimming at Coombe Hill Infants' School**

- Any handling of pupils should be done in clear sight of others
- Please ensure you are familiar with the swimming policy (on our website)
- All swimming volunteers must have a valid DBS check
- When you are helping you must be at the pool at 12.50 pm
- Please switch mobile phones off and store in the locker room at the pool for the whole afternoon
- Please do not dress / undress pupils – ask the teacher for assistance
- The swimming teacher is responsible for all first-aid decisions
- Please ask for assistance if a pupil needs to be washed/cleaned/changed
- Please encourage children to dress/undress independently
- Please inform your class rep or the CHIPTA swim co-ordinator as soon as possible if you are suddenly unable to help
- If we do not have enough helpers swimming may be cancelled
- The class teacher will explain how you can help – this may be with an individual child or small group. During class playtime in the water please continue to be vigilant and supervise.
- Please do not bring younger siblings to the swimming sessions.

### **Insurance**

All staff and volunteers are covered by public liability insurance

This policy will be reviewed annually. The next review will be **Spring 2026**