



## Parent Volunteer Protocol for School Visits

### 1. Purpose

To outline the expectations, responsibilities, and procedures for parent volunteers participating in school visits, ensuring a safe and productive environment for all.

### 2. Eligibility

- All volunteers must be **approved by the school** prior to participation.
- Volunteers must complete a **DBS check** unless they will be accompanied by a member of staff at all times.
- Volunteers should arrive punctually so that they can be briefed on any relevant information before the visit.

### 3. Arrival & Risk Assessment

- Upon arrival, volunteers must **sign in at the school office** and wear a **visitor badge** at all times whilst on school site.
- A copy of the **risk assessment** will be shared with you. This may include confidential information, so we kindly ask that it is **not shared** and is **returned to school at the end of the day**.

### 4. Safeguarding & Supervision

- As part of our safeguarding procedures, **parent helpers will not be placed in the same group as their own child**, unless supporting on a 1:1 basis. Please speak with your child beforehand so they know what to expect. The rationale for having parent helpers is to ensure we have appropriate adult supervision for the safety and well-being of all children, and to support staff in delivering a well-organised and enriching experience for the class or year group.
- **If a child needs to use the toilet:**
  - Please **check that no other adults are inside** before allowing them to enter.
  - If you need to accompany a child, **ensure another adult is present**.
- Volunteers must not be left alone with pupils or administer first aid unless trained and authorised.
- Any concerns about a child's welfare must be reported **immediately** to the Designated Safeguarding Lead (DSL). If the DSL is not on the visit, concerns should be reported to the visit leader.

**The school DSLs are Mrs Hamilton, Mrs Conday and Mr Harding.**

### 5. Code of Conduct

Volunteers are expected to:

- Maintain **confidentiality** regarding pupils and school matters.
- Follow the **instructions of the class teacher or visit leader**.
- Use **positive language and behaviour** at all times.
- Avoid using mobile phones during activities unless in an emergency.
- Dress appropriately for a school setting.

## **6. Roles & Responsibilities**

Volunteers may be asked to:

- Support small groups or individual pupils.
- Assist with supervision during trips or events.
- Help with classroom activities or resources.

Volunteers **must not**:

- Take photographs unless explicitly permitted.
- Engage in private conversations with pupils about personal matters.

## **7. Health & Safety**

- Volunteers should be familiar with **emergency procedures** (e.g., fire evacuation).
- Any accidents or incidents must be reported to a staff member immediately.

## **8. Feedback & Evaluation**

- Volunteers are encouraged to provide feedback after visits.
- Staff may also provide feedback to support volunteer development.