



## HARNHAM INFANT SCHOOL

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**Headteacher:** Miss Natasha Dorrington

**Deputy Headteacher:** Mrs Laura Pike

Friday 20<sup>th</sup> September 2024

Dear Parents,

### RE: Parent Helpers and Volunteering in the classroom

As you know, developing parental partnership at Harnham Infant School is a very important part of the educational journey that we work hard to give all of our children. Many parents and members of the wider school community have expressed a very keen interest in coming into the classroom to support the children, which we would all value very much indeed. Thank you for your patience in allowing the children to settle into new classrooms, new teachers and new routines during these first couple of weeks and we will soon be ready to welcome parent helpers into the classroom again.

Of course, in order to welcome back existing or new parent volunteers into school, we need to ensure that everything is set up for them to safely do so. This means that there are some documents to read and we will need to do some training with our volunteers about Child Protection and Safeguarding procedures too. Training sessions are now available online and give you a certificate afterwards – links to be sent out to you. Even if you have attended previous Safeguarding training with us, we do need you complete this training, as there are regular updates to policies and procedures. We will be asking all volunteers to sign to say that they have watched and understood the information contained in the video, as well as present a copy of their certificate for us to see.

Furthermore, we need to ensure that everyone who is coming in to regularly volunteer at school has a DBS check carried out and 2 character references on file too, if you are employed it would be helpful for one of these to be your current employer. Some previous volunteers already have these things in place, which remain valid. There is a cost involved to the school for obtaining a DBS check so we would ask you only to get one if you are **intentional** and **committed** to volunteering regularly, such as weekly or fortnightly. In addition, we are now required to ask you to sign a 'Disqualification by Association' form, read the volunteer policies as well as watch an important video about Health and Safety. We understand this sounds like a lot, but we do not apologise for this since it is of paramount importance for the Safeguarding of everyone involved. Once all of these things are in place, we will issue you with a 'Safe to Volunteer' certificate for this academic year to share with your class teacher when you first come in.

If you are interested in coming in to school to support our children and staff team, we would be very grateful if you can complete the reply slip below by Friday 27<sup>th</sup> September using this link or the QR code below:

<https://forms.office.com/e/jHrjuGjWje>

Please be aware that some classes get more offers of help than others, so if you would be willing to be supporting in a class other than the one/s that your child/ren are in, please indicate this on the survey as well. The information will be shared with teachers so they can suggest suitable times for your involvement and a timetable can be set up and confirmed with you.

Parent volunteers make a valuable contribution to the life of the school and the education of our pupils. Our staff team are always so grateful for offers of help, so we do hope that if you have some time that you would like to commit to support our school, you will know that this is warmly welcomed. Thank you for your ongoing support.

Best wishes,

Laura Pike

