



Broomlands Primary School Parent Helper Contract

Thank you for volunteering to be a parent helper with our school. As always, we appreciate the support given to us by our community to help us provide the best possible experience for the children.

We have created this short guide to help ensure a safe and respectful code of conduct. We ask that you read it carefully and sign the return slip to show your agreement.

Parent Helper Roles and Responsibilities

Professionalism

- Arrive on time and check in at the school office.
- Listen carefully to any guidance or information about the event or activity.
- Maintain a positive, supportive attitude towards pupils, staff and other parent helpers.

Pupil Safety

- The teacher is ultimately responsible for the safety of the pupils and will delegate supervisory roles as appropriate.
- Never leave any pupils unsupervised.
- Report any injuries, concerning behaviour, medical issues or safety hazards to a member of staff immediately. Do not try to deal with these yourself.
- If you witness the behaviour of another parent helper that doesn't meet these guidelines, please speak to a member of school staff.
- **Child protection is the responsibility of all – if a child discloses something to you that you feel needs to be passed on, please do so immediately.**

Privacy & Boundaries

- Do not share pupil information, photos, or event details on social media unless the school has explicitly approved it.
- Avoid discussing personal matters or sensitive issues with pupils.
- Please do not share any food or drink items with pupils.

Conduct Guidelines

During Events

- Stay at your assigned duty unless redirected to do so by a staff member.
- Please ask staff if you are unsure about anything.
- Encourage pupil participation and good behaviour.

Communication

- Use calm, clear, age-appropriate language with pupils
- For behaviour concerns:
 - Give a gentle reminder.
 - At no point is it appropriate for a parent helper to raise their voice or be critical of a child. Please inform staff if you are concerned about the behaviour of a child.
 - If behaviour continues notify a staff member – **do not attempt to discipline further.**

Road Crossings

- The teacher will stop at the roadside and wait until all pupils are grouped together in a line.
- Parent helpers should then move safely into the road and stop traffic if required.
- Once traffic has stopped the teacher will lead the pupils across the road.
- Parent helpers to remain in the road until all pupils are safely across.
- Parent helpers then to spread themselves throughout the line of pupils, ensuring one person stays at the back.

Please sign and return this slip to show that you have read and understood the conditions above.

Parent Helper Contract Return Slip

I (name) _____ agree to adhere to the following guidelines when volunteering as a parent helper during school activities.

Child/children at school: _____

Signature: _____

Date: _____