



Parent Helpers

Thank you for offering to help in school. We are always grateful for the invaluable support our parent helpers give to enhance and extend the school experience for the children.

Please come into school via the front door and sign in at the office before you go to your class. (Don't forget to sign out before you leave!)

When you are working in school, it is important to remember that anything you see or hear, or that the children may say to you is confidential and must not be repeated to anyone. If you are concerned about any confidences children may share with you then you should speak either with Miss Lightfoot or Mrs Wing.

We would recommend that you keep your handbag and/or valuables with you at all times, as although we are very careful with security, we cannot be held responsible for any loss. Please do not use your mobile phone while working with the children.

All parent helpers are now required, as a matter of course, to complete a Criminal Records Bureau form and undergo a Police check. As you may be aware, this is now a requirement for anyone working with children. Forms are available from the school office. If you already have an enhanced Hertfordshire CRB please could you show this to the office before helping with the children.

I understand that anything I may see or hear while I am helping in school is confidential.

I undertake not to discuss any school matters or information from anecdotes about children or staff or anyone else.

If I am concerned about anything I see or hear, I will discuss the matter with Miss Lightfoot or Mrs Wing.

I understand that I keep my valuables with me and not use my mobile phone in front of the children.

I understand that I am required to have Criminal Records Bureau clearance.

Signe.....

Name (Please print)

Date