

National Teaching School  
designated by

National College for  
Teaching & Leadership



Dovers Green School



Reaching up, Reaching out



GREENSAND



## Volunteers Helping In School

Teachers, support staff, parents and friends work in partnership to benefit the education of the children at our school. We welcome you and thank you in anticipation of your support.

### Confidentiality

When helping in school the Headteacher and Governors ask that you act in a professional way using discretion and respecting confidentiality at all times. There are many things in school that are confidential and **must not** be discussed out of school. It is common practise these days for many people to use social networking sites but to ensure that there is no breach of confidentiality at any time we ask that you never mention any aspect of school life when corresponding on any social network site and that your mobile phone is switched off during your time in the classroom. If a parent should ask you about a school issue please refer them to the class teacher. Breaches of confidentiality can cause undue distress to staff, parents and children and must not occur. **Please remember who you are talking to, where the conversation is taking place and who is near you.**

### Behaviour

To have a consistent approach with the children we ask that all helpers in school read and adhere to the behaviour policy. This advocates a positive approach and is something we all strongly believe in. If you are volunteering in the Special Needs Support Centre the staff will share with you any specific strategies that are being used with individual children.

*I am willing to help in school and have read and understood the above statements and agree to respect confidentiality at all times.*

Full Name: .....(printed) Signature:.....

Date ..... Child's Name: ..... Class:.....