



Stocks Green School  
Association

Email: [sgpspta@gmail.com](mailto:sgpspta@gmail.com)

Charity Number: 1006068

SGPTA, Stocks Green Primary School, Leigh Road, Hildenborough, Kent, TN11 9AE

### **Code of Practice for Parents/Volunteers**

This policy is for parents/volunteers who support PTA events taking place in school or offsite with children and parents. We welcome parental support at Stocks Green Primary School and appreciate the time and commitment that parents give in a variety of ways. Parents may give their time to support school fundraising events (e.g. Summer fete) or events organised for the benefit of the children (e.g. school disco or cinema night).

This Code of Practice has been written to protect parent/volunteer helpers and to ensure there is a consistent approach and understanding of their role whilst helping at PTA events.

#### **Supporting events taking place in school or offsite with children and parents**

Offers of help during events are often critical to the success of an event. All offers of help at large events, such as the annual Summer and Christmas Fair are gratefully received. Volunteers will be given as much notice as possible in relation to the time they are required to help at an event and the role(s) they are allocated at the event.

If the volunteer's children are in attendance at the event, volunteers are responsible for their behaviour and conduct, in the course of their time volunteering.

Only representatives of the PTA are permitted to stay on school premises after a fundraising event to count monies taken. This is a requirement under the PTA terms of reference and regulations associated with statutory financial accounting practice.

Parent/volunteer helpers will be directed in their activities during events by representatives of the PTA, Class Reps and/or "organising committee". Volunteers are expected to support the ethos of the school and follow the School policies and procedures, as well as upholding the school values. It would be beneficial for parents to read the Safeguarding and Child Protection, Health and Safety and Behaviour policies which are available from the school office or can be viewed on the school website.

For school events during which alcohol is served, volunteers are expected to maintain an acceptable level of sobriety. They are expected to escalate any concerns about alcohol consumption that results (or may result) in behaviour or conduct that is unacceptable. Concerns may be raised to a member of the school staff or the Chair/Co-Chair of the PTA.

The School is a strictly no - smoking environment. Smoking and the use of e-cigarettes or "vaping" is not allowed on School premises and grounds.

The Headteacher/Governing Body or Chair/Co-Chair of the PTA reserve the right, without prejudice to accept or refuse help from parents or refuse future offers of help if it is considered necessary.

All parent/volunteers are encouraged to have DBS checks carried out and provide up to date copies of the check to the School office.

If parents/volunteers are not able to fulfil a commitment already made due to unforeseen circumstance, please contact the School/PTA/Class Rep (depending on the event) as soon as possible so alternative arrangements can be made.