

# **Volunteer Helpers Policy**

**Version 2**

**Reviewed by the PDG: July 2015**

**FGB approval: 1<sup>st</sup> October 2015**

## **Vision**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

## **Aims of Volunteer Helpers Policy**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

## **Volunteer helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience.
- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with supervision of children in Forest School
- Helping with group work
- Helping with art or other practical subjects

## **Volunteer helpers are NOT allowed to do the following activities**

- Take sole responsibility for all or some of the class
- Change children's clothes or supervise children changing
- Have sole responsibility for children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

**The responsibility for the health and welfare of the children remains with the class teacher at all times.**

## **Signing in**

When any helper arrives in the school they must sign in at the reception and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

# Safeguarding Checks

All staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
- in roles which involve caring for, training, supervising or being in sole charge of pupils

will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority **not** to accept the help of volunteers if he ~~or she~~ believes that it is not in the best interest of the children.

## Volunteers not requiring an Enhanced Disclosure

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.

Those who help out at specific events e.g. school fete, mums in school days etc who do not have unsupervised access to children.

## Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to abide by our confidentiality protocols.

## Deployment of Parent Helpers

It is the policy of the school to ask parents to target their support away from their own child's classroom wherever possible. Helpers will usually be asked to support in classes where there is the most need for individual support.

## Monitoring and Review

This policy will be reviewed each year.

Printed Name: ..... Signed:.....

Date policy agreed: .....

# VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

## As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality
- We agree not to ask you to:  
Deal with difficult or challenging behaviour  
Carry out a task that you feel unprepared to complete

Signed:..... Date: .....  
Class Teacher/Headteacher

Volunteer Helper: ..... (Printed Name)

## As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for a planned session
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS/CRB/List 99 safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at The Charvil Piggott Primary School

## I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team.

Name: .....

Signed:..... Date: .....