



## **The Piggott School: Charvil Primary**

‘Go and do Likewise’ Luke 10:25-37, The Parable of the Good Samaritan  
We live with love and compassion, seeking help in times of need.

### **Volunteer Helpers Procedures**

#### **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 and older pupils 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 include:**

- Parents or other adults working alongside the teachers
- Students on work experience
- Older pupils

#### **Volunteer helpers may:**

- Support individual pupils within classrooms
- Hear pupils read or support with maths facts
- Help with classroom organisation
- Help with supervision of children on school visits
- Help with group work
- Help with art or other practical subjects
- Supervise a group of children on a school visit

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

- Take responsibility for all of the class
- Change children’s clothes unsupervised or supervise children changing unsupervised

- 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 safeguarding, protection, 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 badge which must be worn at all times in school. The helper must indicate their arrival time and which class they 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 they believe 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, parents/carers in school days etc who do not have unsupervised access to children.

## **Risk Assessments**

If a volunteer has not undergone a DBS check and will not be in sole charge of children, the school will carry out a risk assessment to consider their suitability for the role and actions required to mitigate risk.

## **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 support in classes where there is the most need for individual support; this may not necessarily mean the volunteer's own child's classroom.

## **Fire Procedures**

It is the volunteer's responsibility to familiarise themselves with the school fire procedures and their nearest fire alarm call point, and fire exit.

## **Safeguarding Concerns**

School will make the volunteer aware of the school's safeguarding concerns procedures as part of the Volunteer Helper in School Protocol information.

# 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 policy and values 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 / session and let you know if this changes.
- Treat anything you tell us with confidentiality, unless we feel a child is at risk.
- 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 policy and inform the teacher if I see any inappropriate behaviour.
- Inform the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead if I observe or am told anything that concerns me in school.
- 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, and throughout the period as a volunteer helper, at The Piggott School: Charvil Primary.

## 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.
- Discuss school issues out of school
- Take any photographs or videos on personal devices while volunteering

Name: .....

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