

Stanford in the Vale CE Primary School

Policy on Adult Volunteer Helpers

1 Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- caretaker;
- cleaners;
- school office staff;
- catering staff

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- OCC advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer).

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience.

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with displays;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

2.2 Volunteer helpers are not allowed to do the following activities:

- take responsibility for groups or the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;

- take children off the school site without a teacher in charge.
- take children to the toilet

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

3 Community Led Groups/Activities

Some members of the community kindly run clubs / groups, which the headteacher and governors have agreed to. These people do take responsibility for small groups of children and may take them off site. Parental consent is always sort for these activities.

4 Signing in

- 4.1 When helpers arrive in the school, they must sign in at the office. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave. We also require all visitors to the school to read the safety information card by the signing in book.

5 Police checks

- 5.1 For the children's safety, all volunteer helpers, who come in once a week or more, are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school.
- 5.2 The headteacher or governors have the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

6 Deployment of classroom helpers

- 6.1 Helpers will be asked to support in classes in which there is the most need for individual support.

7 Health and Safety / Safeguarding

- 7.1 Class teachers will ensure adult helpers are aware of any specific, medical or special educational, needs of certain children.
- 7.2 Class teachers will ensure adult helpers know what to do and where to line up in the case of a fire.
- 7.3 Class teachers will ensure adult helpers know who the relevant first aiders are and what to do if someone is injured.
- 7.4 Class teachers will explain to adult helpers what to do if a child discloses something or says / does something they are uncomfortable with. They will also stress the necessity not to lead the conversation or question them.
- 7.5 Adult helpers need to dress appropriately for working with young children and act as a role model, embracing our vision and values.

8 Monitoring and review

- 8.1 The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.
- 8.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Signed: Amanda Willis Reviewed: February 2016

Next Review: February 2018