



VOLUNTEER HELPERS IN SCHOOL POLICY

October 2024

Next Review: October 2026

Approved by: Headteacher

Vision

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage volunteers to help the school in a variety of ways. We believe that volunteer helpers can add enormous value to children's learning opportunities. 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 Policy

- To provide volunteer helpers 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:

- Other adults working alongside the teachers
- Students on work experience

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise 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/Out

When any volunteer helper arrives in the school they must sign in at the school office and collect a visitor badge which must be worn at all times in school. Volunteer helpers must also sign out when leaving the school premises.

Safeguarding Checks

An Enhanced DBS Disclosure will be undertaken if the volunteer helper is working on a regular basis with groups or individual children unsupervised by a member of school staff.

If a volunteer helper does not have an Enhanced DBS Disclosure they will only work with children in the same room as a member of school staff.

If a volunteer helper has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

All volunteer helpers are made aware of the safeguarding procedures within school and who to report any concerns to.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteer helpers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol', a copy of which will be kept in school (see Appendix 1).

Volunteer helpers must be aware that items of a confidential nature may sometimes be discussed and are asked to exercise discretion in these matters. We also ask that confidentiality be maintained in respect of the children's attainments, attitudes and behaviour. The school has well defined procedures for informing parents of what has happened whilst the children are in school so volunteers must not relay anything they have seen or heard in a classroom to other parents. Any matter that is of concern should be discussed with the Head Teacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.

Deployment of Parent/Carer Volunteers

The general policy of the school is that parent/carer volunteers do not work in the same classroom as their own child/ren. However, if this cannot be avoided then parent/carer helpers are asked to be aware that their presence in the same classroom as their child may well affect their child's behaviour in all sorts of ways. They should prepare their child for the experience by explaining in advance that they will be in the class to help all the children, the teacher is in charge and they have to do what the teacher has asked as well.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Head Teacher and leadership team.



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 with you to help you understand how we manage behaviour in school
- 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

As a school 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/Head Teacher

Volunteer Helper: (name)

I agree to:

- Use the school behaviour 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 any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the DBS safeguarding check
- Disclose any criminal allegations to the Head Teacher prior to starting as a volunteer helper

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.

Signed: Date: