

## ST. MICHAEL'S C.E. (AIDED) PRIMARY



### **POLICY FOR VOLUNTEER HELPERS IN SCHOOL**

#### 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. 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

#### Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read – positive encouragement and support
- 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 the clothing of 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

When any helper arrives in the school they must sign in at the school office and collect a visitor/volunteer badge which must be worn at all times in school. Details of arrival time and the area of school in which the volunteer will be working should be recorded in the designated 'visitor book'. Volunteers/visitors should also sign out when they leave the premises.

### Safeguarding checks

All volunteers coming into school are required to have completed the necessary Disclosure and Barring Service application form.

*"The Disclosure and Barring Service will refer the details provided on the application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued."*

Volunteers not requiring a DBS:

- Volunteers or parents who accompany staff and children on one-off outings or trips which do not involve overnight stays.
- Those who help out at specific events, e.g. school fete, PTA fund raisers etc. where volunteers do not have unsupervised access to children.

### Confidentiality

We recognise that in order for staff and parents of children in school to be confident about helpers in school, all volunteers will be requested to agree to a protocol regarding confidentiality and conduct. Volunteer helpers will be asked to sign a 'Volunteer Helpers Protocol', a copy of which will be kept in school.

### Deployment of Parent helpers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and could potentially place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

### Monitoring and Review

The day to day monitoring of this policy is the responsibility of the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school, summarising their value and impact in supporting children's learning.

This policy will be reviewed on a two year cycle or earlier, if necessary, following full consultation with staff and governors.

Date policy agreed: September 2014      Signed Mrs A Drayton (Head)

# ST. MICHAEL'S C.E. (AIDED) PRIMARY



## PROTOCOL FOR VOLUNTEER HELPERS IN SCHOOL

Please read and sign the document below to confirm your agreement with the following school expectations of you, 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 at St. Michael's Primary School
- Ensure that the children you work with behave and work well
- Ensure the children 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 which you feel unprepared to complete

Signed ..... Date: .....  
Classteacher/Headteacher

-----  
Volunteer Helper: ..... Date: .....

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 which concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30 a.m. in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the necessary Safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a Volunteer Helper at St. Michael's 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

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