



# Policy for VOLUNTEER HELPERS IN SCHOOL

## January 2018

School is an extension of the family in all sorts of ways, and it is our set purpose that parents are the principal educators of their children. To enhance the opportunities for parents to learn about and contribute to the work that children are doing in school, we want our school to be open and welcoming to all who would like to support them. 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 over-riding concern is for the education but also for the safety and security of the children in our care. Underlying this policy is the determination 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 opportunities, 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 deepen the sense of school community.

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
- 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)
- Attending on school trips to support school adults.

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 or take children to the toilet

- 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 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/parent helper badge which must be worn at all times in school. Volunteer helpers should 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

Volunteers with unsupervised access to children must be cleared through the Disclosure and Barring Service (DBS). Supervision in this context means being out of the regular line of sight of the teacher or other authorised adult in the class. Regular visitors to school will be asked to submit to a DBS check. Those without a DBS check, or awaiting one, will not be asked to carry out "regulated activity" in terms of the DBS Regulations.

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. Any disclosures will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he or she believes this may not be in the best interest of the children.

### Volunteers not requiring a DBS check

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays and who are under the supervision of a teacher.
- Volunteers or parents who are based exclusively in the classroom with a supervising adult or those in places where volunteers or parents and children are in view of a supervising adult – public corridors near classrooms, cloakroom areas between classrooms, etc.

- 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 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.

**Deployment of parent helpers**

Whilst we recognise that for some parents and teachers there are particular challenges helping in a class where your own child is learning, we are keen to involve the parent community of each class in that class’ learning. Helpers will be asked to support in classes where there is

the most need for individual support, but we encourage contact between parents and their children in the learning environment as well. If a volunteer or parent would rather not help in their child’s class, we will of course support that request.

**Monitoring and review**

The day to day monitoring of this policy is the responsibility for 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 2 year cycle or earlier if necessary following full consultation from the parent council, staff and governors.

Date policy agreed:.....

Signed:.....

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# 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...

Volunteer Helper: ..... (name)

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 restorative relationships policy with you to help you understand how we manage pupil conduct at Christ the Sower
- ✓ 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
- ✓ Inform you of who the designated safeguarding leads in the school are in case of a disclosure

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 any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Submit to DBS clearance if working alone with children or outside the teachers' supervision.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Christ the Sower
- Report a disclosure to a designated safeguarding lead following the safeguarding procedures

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

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
- ✓ Use my mobile phone on the school premises

Signed:..... Date: .....  
Class teacher/Headteacher

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