

The Croft Primary School Adult Volunteer Helpers Policy



Introduction

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.

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

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

- teachers;
- teaching assistants;
- SEN assistants;
- caretaker;
- cleaners;
- lunchtime supervisors;
- office services manager;
- kitchen staff;

Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LEA advisers and inspectors;
- SENSS support staff;
- health visitors;

- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience
- Age Concern Volunteers

This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

Anyone wishing to become a volunteer, should approach the Class Teacher, the Head teacher or a senior member of staff. They will get the chance to discuss what the position involves and be given a copy of this policy. They will have a meeting with a member of SLT who will explain what the role involves and explain the process that needs to take place before volunteering can begin.

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

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

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

- take responsibility for all or some of 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
- use mobile phones whilst working with children - mobiles should not be out on desks and accessed during lesson time

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

Signing in

When helpers arrive in the school they must sign in using the digital screen. They will be given an identification sticker, which must be worn at all times. The signing-in system will give the date and time of arrival and then when they leave they must sign out on the screen. This will provide the school with a register of people that are on the premises. Even if volunteers are going on a trip, they must sign in and wear an identification sticker. While off site the volunteer need to provide emergency contact details for themselves to the office.

Safeguarding Checks

For the children's safety, all volunteer helpers are required to have Disclosure and Barring checks before they work in the school.

Volunteers will take part in the school's Level 1 Safeguarding training events, which will run at different points throughout the year.

The headteacher has the authority not to accept the help of volunteers if she/he believes it will not be in the best interests of the children.

Deployment of classroom volunteer/helpers

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. With this in mind adult volunteers/helpers should also not go on the playground at break or lunchtimes. Helpers will be asked to support in classes where there is the most need for individual support.

The role of the volunteer

- to act as a role model for the children at all times and to uphold the schools ethos.
- to work under the guidance of the class teacher who will give instructions which you are to follow
- to support the children in their learning by keeping them safe at all times.

Volunteers are not

- expected to make judgments about pupils' abilities or behavior. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- To breach confidentiality. Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- To have unnecessary physical contact with a pupil physical contact with pupils. You should not get drawn into inappropriate

topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher / Deputy Headteacher.

- to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- To leave personal belongings (bags, valuables and medications) unaccompanied in school. They must be kept in an appropriate place designated to you by the class teacher.
- To be alone with a child in a room with the door closed. Please ensure you remain in an area where other members of staff are around.

If at any point the Headteacher feels you have breached this conduct then you will be asked to leave your volunteering position.

This policy will be reviewed annually.

Next Review January 2021