

Caroline Haslett Primary School & Faraday Club



VOLUNTEER HELPERS POLICY

Date of Issue: June 2021

Date of next review: June 2024 (or earlier in the event of legislation changes)

Approved by the Headteacher on: _____

Signed: _____ (Headteacher)

Date: _____

Approved by the Governing Body on: _____

Signed: _____ (Chair of Governors)

Date: _____

CAROLINE HASLETT PRIMARY SCHOOL VOLUNTEER HELPERS IN SCHOOL POLICY

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 they 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 within a safe environment.

1. Aims of Volunteer Helpers Policy

- To outline our aims, expectations and guidelines regarding volunteer helpers in school
- To provide clear guidelines for volunteers
- To raise standards of attainment
- To encourage the wider community to engage with children's learning

2. Volunteer helpers are

- Parents or other adults working alongside the teachers
- Students on work experience

3. 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

4. Volunteer helpers are not allowed to do the following activities

- Work with a child/children unsupervised
- 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
- Provide any kind of intimate care [including first aid]

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

5. Induction

Before volunteering, individuals will be given a copy of *Volunteer helpers at Caroline Haslett Primary School* [appendix 1] that outlines the school's expectations and routines to be followed.

6. Signing in

When any helper arrives in the school, they must sign in at the school reception and collect a visitor badge which must be worn at all times in school.

When leaving the school premises, volunteers must sign out and leave their visitor badge at reception.

7. Safeguarding checks

We have robust processes for reference checking, if deemed appropriate, in line with Safer Recruitment. All regular volunteers are checked with the Disclosure and Barring Service. A regular volunteer is one who volunteers in school at least on a weekly basis. Their DBS check is recorded on the Single Central Record [SCR], which is held by the School Business Manager. Volunteers must be fit for purpose. Volunteers must provide a referee if requested. References may be sought before volunteering commences.

A one-off activity [eg. helping with a school trip, helping at a school disco, giving a talk] is not considered a regulated activity, so checks will not be necessary.

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. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he believes that it is not in the best interest of the children. We reserve the right to decline the offer of volunteering at any time.

People engaging in external training towards a qualification will need an enhanced DBS check and will be expected to meet the cost of this.

8. 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. Every September, volunteer helpers are asked to sign a *Volunteer Helpers Protocol* [appendix 2] a copy of which will be kept in school.

9. Deployment of parent helpers

Helpers will be asked to support in classes where there is most need for individual support.

10. Monitoring and review

The day to day monitoring of this policy is the responsibility of the Headteacher and SLT.



Appendix 1 Volunteer helpers at Caroline Haslett Primary School

Thank you for offering to help in school.

We truly appreciate you giving up your time to support the work we do.

How will my child benefit?

When children see their parents or other family members getting involved in the school it:

- shows them you are interested in what happens at school
- lets them see you value what they are learning
- gives them a sense of security
- helps them learn about good citizenship from your example

How will I benefit?

- You will get to know the teachers and other parents
- You will gain a better understanding of how the school works
- You will be setting a good example to young people
- You will have the satisfaction of knowing you are making a contribution to the school and to your and other children's learning

How will the school benefit?

- It gives the school a wider range of experience and skills to draw on
- The school will develop a better understanding of parents and the community
- Teachers are extremely grateful for the extra help

Health and safety

For a variety of health and safety issues it is important we know who is on the school premises and where they are. We therefore ask that every adult comes into the school via reception where they sign in and collect a visitor's badge which is to be worn at all times.

Please remember to sign out and leave your badge at reception when you leave.

For your own protection we ask volunteer helpers not to enter classrooms unless the teacher is present. You will not be asked to work with any children unsupervised.

If a prospective volunteer helper has had any criminal allegations made against them, these must be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence.

Confidentiality

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

Deployment of volunteer helpers

Volunteer helpers will be asked to support in classes where there is the most need for individual support.

We reserve the right to decline your offer to volunteer at any time.

Breaks

If you are volunteering in school at a time when the teachers normally take a break you are very welcome to help yourself to a hot or cold drink and sit in our staffroom with the other members of staff.

Please use the visitor's toilets opposite the reception area.

For volunteers helping with reading please encourage the children to use these strategies when they are stuck on a word:

- Sound it out
- Look at the pictures
- Break the word into chunks
- Make a good guess
- Skip the word you don't know and read on
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Please only tick the reading list provided by the class teacher. It is not necessary to write in Reading Records.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteer helpers to share this commitment.

Appendix 2 Protocol for volunteer helpers in school



As a school we agree to:

- Explain your tasks/jobs carefully
- Explain our rewards and sanctions procedures so you understand how we manage children's behaviour
- 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
- Treat anything you tell us with confidentiality where it doesn't affect the welfare of a child

We agree not to ask you to:

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

We reserve the right to decline your offer of volunteering at any time.

Name of volunteer helper:

Signed [Class teacher]:

Date:

I agree to:

- Inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe or am told anything that concerns me in school
- Treat any information with total confidentiality
- Respect and listen to the guidance of the teacher at all times
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Caroline Haslett 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 of the school staff team

Signed:

Date: