



# **TUDOR COURT PRIMARY SCHOOL**

## **VOLUNTEERING IN SCHOOL ADULT HELPERS POLICY AND PROCEDURES**

Reviewed – HT	July 2018
Assigned to Committee	SIC
Frequency of Review	3 Yearly
Agreed by the Governing Body	October 2018

**This Policy should be read in conjunction with the Safeguarding Policy.**

## **Introduction**

We aim for our school to be open and welcoming to all. We support wider opportunities for the children to enhance their learning. We 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. All volunteers should have read the **Keeping Children Safe in Education** document and the schools **Child Protection Policy** and familiarise themselves with the school designated safeguarding lead and procedure for reporting concerns.

## **Aims and objectives**

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

*Paid staff employed by the school:*

Site Team	Cleaners	Cover Supervisors
Midday Supervisors	Midday Assistants	Office Team
SEN Assistants	Teachers	Learning Support Assistants
Senior Leaders		

*Adult workers from other organisations:*

- peripatetic music teachers;
- trainee teachers;
- Catering Team
- advisers and inspectors;
- health workers;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer).

*Volunteer helpers:*

- parents or other adult helpers working alongside teachers;
- students on work placements/experience;
- governors.

**This policy sets out the arrangements for volunteer helpers only.**

## **Volunteer helpers**

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

- supporting individual pupils;
- hearing children 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
- helping to transport children to sports events, clubs or other activities related to school.

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

- take responsibility for all or some of the whole class;
- change 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.

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

## **Checks**

The Head Teacher has the authority not to accept the help of volunteers if believed it will not be in the best interests of the children and the wider school community.

- All volunteer helpers must complete a 'Volunteer Helper Agreement Form' in order to be considered to help in school. This must be completed and signed by both the helper and school.
- A Disclosure Barring Service (DBS) enhanced online application must be made and certificate received and verified in school before any help is confirmed. This applies to regular helpers not one-off school trip help.
- Two references will be requested before the volunteer begins their placement.

## **Signing In – Signing Out**

Volunteer helpers will always work under the supervision of a teacher.

When helpers arrive in the school, they must sign in at the School Office on the DBS section of the Main Office Signing-in System. The Foundation Stage Office will hold a record of all DBS approved voluntary Helpers and visitors should complete the paper sign-in/sign-out log book. Visitors will be given a visitor's badge, which they should wear at all times. Voluntary Helpers must also sign out when leaving the premises.

## **Deployment of Classroom Helpers**

It is the policy of 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. Helpers will be asked to support in classes in which there is the most need for individual support.

## **Helping On Trips**

Volunteers helping on trips will need to fill in the Voluntary Helper Agreement Form but do not require a DBS check as this is occasional help, these adults will be supervised throughout by a member of Staff.

## **Regular Volunteering**

Volunteers taking part in regular volunteering will require a DBS check and 2 character referees and where possible this should include the most recent or current employer in line with our recruitment policy (see Checks above).

## **Confidentiality**

It is essential that all volunteers understand the need for confidentiality when working in school. Under no circumstance should volunteers discuss confidential information which they may have had access to.

## **Access Within School**

Volunteers taking part in full-day volunteering will be offered to make drinks and access the staffroom to have lunch, staff will be regularly reminded of volunteer's presence in the staffroom.

## **Monitoring and Review**

The day-to-day monitoring of this policy is the responsibility of the Head Teacher, who will report to the Governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by the governing body every three years or sooner if necessary.