

## Policy on Adult Volunteer Helpers



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(also see policies on Safeguarding Children, Use of photographic and video images)

### **1 Introduction**

1.1 We want our academies 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.

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

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

- teachers;
- teaching assistants;
- learning mentors;
- nursery nurse;
- cleaners;
- lunchtime supervisors;
- site service officer
- admin staff;
- sports coaches
- ICT technician;
- instructors.

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- Local Authority Staff;
- health visitors
- social workers;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP].

1.2.3 Volunteer helpers:

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

This sets out the arrangements for volunteer helpers only.

## **2 Volunteer helpers**

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

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation including preparation for performances;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

2.2 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.

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

## **3. Parent Helpers**

3.1 Our parents are key partners in the education and welfare of the children who attend our MAT schools. They have a key role to play in everything we do and their opinions, participation and perceptions need to be encouraged and listened to.

### **3.2 Parental involvement in school life**

Parents should be encouraged to participate in a range of activities which may include such areas as:-

- hearing children read,
- supporting us on trips,
- general support in the classroom,
- help with small group work i.e. cooking, Art day, etc.

All such activities and involvement is to be encouraged.

HOWEVER:-

For all such events parents need to be:-

- prepared appropriately,
- have been appropriately risk assessed for the activity.

### **3.3 Preparation**

When asking parents to be involved in an activity, the member of staff concerned should ensure that the parents involved have been given sufficient time and are appropriately prepared. It is the policy of this school that parent helpers do not routinely support in their own child's classroom, (unless they are taking part in a school trip or preparing for a performance) 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

### **3.4 Signing in**

3.4.1 When helpers arrive in the school, they must sign in at the reception desk using the electronic system. They will be given a printed visitor's badge or a lanyard which they should wear at all times. This badge gives the date and time of arrival. They must also sign out using the electronic system.

## **4 Safeguarding Children**

4.1 For the children's safety, volunteer helpers may be required to have police clearance through an enhanced DBS check before they work in the school. New volunteers to have a barred list check.

4.2 If volunteers have regular and/or unsupervised access to children they **MUST** be DBS checked, if they have one off or infrequent contact with children which is supervised by a member of staff, then there should be a **risk assessment** undertaken and written up prior to them beginning the activity. The risk assessment should be handed into the office where it will be stored with the central record,

Parental involvement in school is to be encouraged but NOT at the cost of compromising child safety.

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

4.3 Volunteers will be reminded of the importance of confidentiality in school. They should not discuss individual teachers, other staff, children or their families outside of the workplace.

## **5 Monitoring and review**

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

5.2 This policy will be reviewed by the Local Governing Body every two years, or earlier if considered necessary.

Signed \_\_\_\_\_ Chair

Signed \_\_\_\_\_ Headteacher