

# Volunteer Helper Policy



## **1 Introduction**

1.1 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.

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

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

- Teachers;
- Teaching Assistants;
- Office staff;
- Lunchtime staff
- Premises Staff;

1.2.2 Adult workers employed by another organisation:

- Kitchen staff;
- Peripatetic Music Teachers;
- ICT Technical staff;
- Trainee Teachers;
- LA Advisers and Inspectors;
- Health Visitors;
- Grounds Maintenance Staff;
- Contract Workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP]
- Sports Coaches
- Supply Staff

1.2.3 Volunteers:

- Volunteer helper (parents or other adult helpers working under supervision of teachers);
- Governors visiting school as part of delegated governance duties;
- Students on work experience.
- Friends of Charlesworth School

This policy sets out the arrangements for volunteer helpers only.

## **2 Volunteer helpers**

2.1 Volunteer helpers support the school in several 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.

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

- Supervise children independently (i.e., only support the teacher in supervision);
- Mark pupils' work;
- Have access to any pupil records or confidential information;
- Discuss any matters to do with a pupil with anyone other than the class teacher;
- Administer sanctions or disciplinary actions;
- 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 always.

### **3 Signing in**

- 3.1 When helpers arrive in the school, they must sign in on entry to the school building. They will be given a visitor's badge, which they should wear always. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

### **4 Police checks**

- 4.1 For the children's safety, all volunteer helpers who will be carrying out Regulated Activity (see Keeping Children Safe in Education 2016 p24 for guidance to what constitutes Regulated Activity) are required to have DBS clearance before they work in the school.
- 4.2 The 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.

### **5 Deployment of classroom helpers**

- 5.1 It is the policy of this school that parent helpers do not automatically give support in their own child's classroom, as this can sometimes 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.

### **6 Confidentiality**

- 6.1 All volunteer helpers must read and sign the school's confidentiality policy and abide by its guidelines always, both within school and in the wider community.

### **7 Monitoring and review**

- 7.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher
- 7.2 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.



