

Longridge St. Wilfrid's RC Primary School

Policy on Adult Volunteer Helpers 2021-2023

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- or part-time staff employed by the school:
- teachers;
 - teaching assistants;
 - site supervisor & cleaners;
 - cook & dinner time supervisors;
 - office staff;
- 1.2.2 Adult workers employed by another organisation:
- peripatetic music teachers;
 - trainee teachers;
 - LA advisers and inspectors;
 - School nurse and health visitors;
 - grounds maintenance staff;
 - contract workers (e.g. an electrician or heating engineer).
- 1.2.3 Volunteer helpers:
- parents or other adult helpers working alongside teachers;
 - students on work experience.

This policy 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;
 - helping with the supervision of children on local visits and school trips; *
 - helping with group work;
 - preparing materials, photocopying or other office tasks;
 - helping with school or class displays
 - helping with art or subjects involving other practical activities.
- 2.2 Volunteer helpers are not allowed to do the following activities on their own:
- 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. *

*** Note:**

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

Volunteers will not be allowed to supervise groups of children containing their own offspring on any school trips or visits.

The Headteacher has completed a detailed risk assessment for travelling to and from swimming and decided that it is acceptable for two staff members to supervise the children for this local walk. Once at swimming the children are taught by a qualified instructor.

3 Signing in

- 3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. 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 Safeguarding checks

- 4.1 For the children's safety, all volunteer helpers are required to have DBS (Disclosure and Barring Service) checks in order to work in school. Information from the DBS may include details of convictions, cautions, reprimands or final warnings. The decision to recruit a volunteer in cases where information comes to light on their DBS disclosure form can only be taken by the Headteacher. If necessary the Headteacher will decide that a volunteer may not be suitable to work in school. This responsibility cannot be delegated to any other member of staff in school. Whilst waiting for DBS clearance, the Headteacher may give permission for volunteers to work in school but this will be supervised by the class teacher and such volunteers will not be working on a one to one basis in a closed room with any children. All volunteers are expected to sign the 'Staff declaration in relation to childcare disqualification' document' and other staff safeguarding documents as applicable.
- 4.2 Volunteers working in school at the time of triennial Child Protection training will be expected to attend the training. The Headteacher will ensure that any adult volunteers who arrive after such training will read the Child Protection folder and be given appropriate training.
- 4.4 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 support in their own child's classroom, as far as possible, 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.

6 Monitoring and review

- 6.1 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.
- 6.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.