



Volunteer Helpers Policy

1 Rationale

- 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 Volunteer helpers:

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

2 Aims and objectives of having 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 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 of the class;
- change children, or supervise them changing;
- supervise children engaged in PE;
- take children off the school site without a teacher in charge.

The responsibility for the wellbeing of the child remains with the class teacher at all times.

3 Other External Visitors in School 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 is dated and must be worn 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 DBS Checks/Interviews/References

- 4.1** For the children's safety, all volunteer helpers who engage in regulated activity (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf) are required to have a DBS check before they start work in the school.
- 4.2** Volunteers engaging in unregulated activity are not required to have a DBS check but may be asked to provide evidence of a previous check.
- 4.3** 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.
- 4.4** All volunteers will be asked for proof of identification before they start work in the school.
- 4.5** All volunteers will undertake an informal interview with a member of SLT prior to starting work in the school
- 4.6** References will only be requested for volunteers who are not already known to school.

5 Deployment of classroom helpers

- 5.1** Helpers will be asked to support in classes where there is the most need for individual support. Parent helpers may also support in their own child's classroom at the discretion of the class teacher.

6 Monitoring and review

- 6.1** The day-to-day monitoring of this policy is the responsibility of the headteacher. The headteacher 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.

Date: December 2016

Review: December 2018

Additional guidance for External coaches or non school staff delivering out of school clubs.

It is the club leader's responsibility to take an attendance register at the start of each session, any missing children should be reported immediately to the link teacher for the club.

The leader must ensure all children are collected after the club by an adult as indicated on the consent form. Upper key stage 2 children can walk home alone if consent has been given by their parent.

Risk assessments must be provided for the club by the leader.

Any children not collected must be taken to the link teacher before the leader leaves the premises.

Any incidents or concerns must be reported to the link teacher immediately. This includes first aid or behaviour incidents.

Each leader is given a copy of the school emergency plan and must exit the building through the nearest exit with the children and register should the alarm sound.

The leader must leave the attendance register at the office before signing out and leaving the premises. The register can then be collected when they sign in at their next visit.