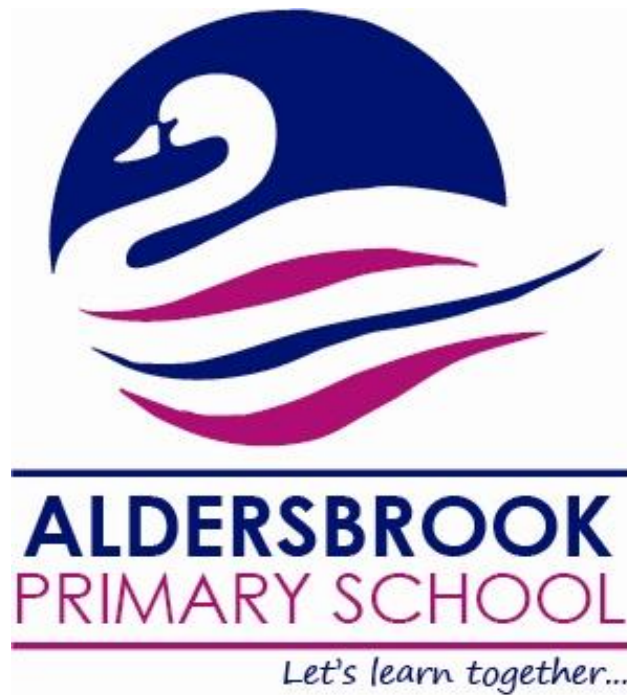


# Volunteer Helpers in School - Policy



Written: September 2018  
Reviewed: September 2019

# **VOLUNTEER HELPERS IN SCHOOL POLICY**

## **Vision**

We aspire to be:

1. A school that values every day, every lesson, every opportunity and everyone. No child left behind!
2. A safe nurturing learning community that instils confidence, resilience and compassion.
3. A school that provides a wide range of creative experiences that inspires excellence, a sense of awe and wonder, and a thirst for knowledge.
4. An entire school community that models high expectations, social and moral responsibility, global citizenship and a sense of pride.
5. Empower children to make informed decisions about their health, safety and well-being and ensure that they are prepared for life beyond school.
6. A responsive, reflective and supportive staff who are passionate about inspiring future generations.
7. A school celebrated for innovation, integrity and spirit.
8. A community that embraces Aldersbrook's motto: LET'S LEARN TOGETHER

## **Aims of Volunteer Helpers policy**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

## **Volunteer Helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience

## **Volunteer Priority will be given to:**

- Parents/Carers/Immediate relations of current pupils
- Former Pupils
- Parents/Carers of former pupils

Volunteering placements relating to university, college or school courses will be given priority to the groups listed above. Applicants outside of these groups will be accepted at the discretion of the Head Teacher.

## **Volunteer Helpers support the school in a number of ways:**

- Supporting pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)

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

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities

- Take the children off the school site without a teacher in charge
- The responsibility for the health and welfare of the children remains with the class teacher at all times
- Administer any first aid or give any medications
- Be placed in any 1:1 situation with a child

### **Signing in**

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting. Volunteers must also sign out and state the time when they are leaving the school premises.

### **Safeguarding checks**

For the children's safety, all volunteer helpers who have regular contact with children must be supervised at all times. Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays do not require an Enhanced Disclosure, but must be supervised at all times. Supervised volunteers must fill in the 'Volunteer Helpers Protocol'.

All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

### **Confidentiality**

We recognise that for staff and parents of other children to be confident about helpers in school. All volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

### **Deployment of parent helpers**

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for support.

### **Supervision**

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of

the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

### **On-line Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.

Volunteers, like staff, are expected to follow the 'Acceptable Use Agreement' and 'Online Safety Policy' which are available from the main office or the school website. This includes conduct on such sites, including sharing of personal images, comments or other messages which could bring the individual or school into disrepute.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Staff should keep devices out of sight in lockers, desks or cupboards when on school premises. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

### **Work Experience/ Placement Students**

Aldersbrook Primary School has a long standing relationship with various local secondary schools, colleges and universities. Secondary schools, colleges and universities requesting students to be placed with us need to formally make contact with the Headteacher outlining the aims of the placement and duration. If the placement is for work experience purposes the school or college are asked to provide the reference and the student is requested to complete the volunteer's paperwork. Aldersbrook Primary School retains the authority to refuse or terminate a placement.

### **Monitoring and review**

The day to day monitoring of this policy is the responsibility for the Assistant Headteacher and Leadership team. The Headteacher will report to governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 2 year cycle or earlier if necessary following full consultation from the parent council, staff and governors.

Date policy agreed: September 2018

## **VOLUNTEER HELPERS IN SCHOOL PROTOCOL**

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper.

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:  
Class teacher/SLT

Date:

### **Volunteer Helper**

First name:  
Child's name:

Surname:  
Class:

I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.00am in the morning
- Respect and listen to the guidance of the teacher at all times
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Aldersbrook Primary School
- Disclose any criminal allegations to the Headteacher, however minor, should they arise once volunteering is underway
- Disclose any other reasons which would affect your duties whilst working as a volunteer helper

I agree not to:

- Compare children's work, or look at confidential and personal pupil or staff records and information
- Share any information about a child or member of staff with anyone outside the school staff team

Signed:

Date: