POLICY ON ADULT VOLUNTEER HELPERS
Policy on Adult Volunteer Helpers

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
- SEN assistants
- nursery nurse
- caretaker
- cleaners
- dinner supervisors
- school secretaries
- librarian
- Administrators

1.2.2 Adult workers employed by another organisation:
- peripatetic music teachers
- trainee teachers
- LA advisers and inspectors
- health visitors
- grounds maintenance staff
- contract workers (e.g. an electrician, heating engineer, IT technician)

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 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;
- 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 **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**

4.1 For the children’s safety, all volunteer helpers are required to complete a self-declaration form (SD2) and a volunteer’s registration form. For regulated activities, such as swimming, volunteer helpers are required to have an enhanced criminal check through the Disclosure and Barring Service (DBS). All details about regular volunteer helpers will be kept on the Single Record.

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.

4.3 All volunteers are expected to adhere to the school’s safeguarding policy.

4.4 All volunteers are expected to comply with the PREVENT Duty and to exemplify British values.

5 **Induction**

5.1 All volunteer helpers receive an induction from the Deputy Head or the teacher who will manage their placement in school. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

5.2 Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any other safety aspects associated with a particular task (e.g. accompanying children on visits).

6 **Complaints Procedure**

6.1 Any complaints made about a volunteer helper will be referred to the Headteacher or School Business Manager for investigation. Any complaint made by a volunteer will be referred the Headteacher or School Business Manager.

6.2 The Headteacher reserves the right to take the following action:

- to speak with a volunteer and seek reassurance that this will not happen again
- offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- inform the volunteer that the school no longer wishes to use them

7 **Monitoring and review**

7.1 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.

7.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.
APPENDIX:

Volunteer Code of Conduct for Newlands Spring Primary School

Newlands Spring Primary School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it wasn’t for your generous offer of help and so many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We will provide you with the necessary information for each of their planned events. The school office or teacher involved will provide you with the information required for all school activities. We also of course, have a duty of care to ensure that our pupils’ welfare is promoted, they are cared for appropriately and they are safeguarded from harm.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children MUST complete a self-declaration form (SD2) and Volunteers registration form. An enhanced criminal record check through the Disclosure and Barring Service is required if you are helping with regulated activities, such as swimming.

To assist the school in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in activities in school.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected
  o to act within the law
  o to be honest and fair,
  o not to volunteer if under the influence of alcohol or drugs
  o not to volunteer under the influence of medication, which may cause drowsiness
  o to respect other people (including pupils),
  o to provide a good example and a positive role model to the children
  o to exemplify British values
  o to wear appropriate/professional clothing for a children’s working environment
  o to work to the best standard of your ability
  o not to behave in a way that could lead a reasonable observer to question your conduct.

- Appreciate that teachers have a special duty of care for pupils that cannot be delegated or transferred to others. Appreciate also that the Headteacher is the spokesperson for the school.

- Sign in at the school office and display your visitors badge clearly whilst on site.

- Accept and follow the directions and instructions Headteacher or teacher and seek guidance through clarification where you may be uncertain of tasks or requirements. You will need to familiarise yourself with the schools policies and guidelines on particular issues.

- Adhere to the school’s policies and guidelines, in particular the PREVENT Duty and the Child protection, Safeguarding, Behaviour, photographic consent and Health and Safety policies. (On website)

- Observe confidentiality in respect of all information gained through your participation as a volunteer. Do not discuss with parents or other people in the community any
information you may become privy to in the course of working in school. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about pupils, staff or pupils’ parents/carers to others.

- Treat all children equally, with dignity and respect. Appreciate that all children have rights and aspirations.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by teachers and report to the teaching staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to the teacher including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school.

Report to the Headteacher

- Any accidents
- Any issues/concerns with a pupils behaviour
- Any difficulties you experience
- Unacceptable behaviour of another adult

Thank you for your support and its arrangements for the safety and care of our children