

## ADULT VOLUNTEER HELPERS POLICY

<b>Version</b>	<b>2</b>
<b>Date of latest version</b>	<b>January 2019</b>
<b>Date to be reviewed</b>	<b>January 2021</b>
<b>Changes:</b>	

### **Adult Volunteer Helpers Policy**

**This policy sets out the arrangements for volunteer helpers only**

#### **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. This policy must be read alongside the most recent Safeguarding policies and guidance.

**1.2** The school has a variety of adults working on the premises at any one time. They can be categorised, but not limited to, as follows:

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

- teachers;
- teaching assistants;
- SEN assistants;
- Early Years assistants
- caretaker;
- cleaners;
- lunchtime supervisors;
- school admin staff;
- librarian/ICT technician

**1.2.2** Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- Sports coaches
- LEA advisors and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

### 1.2.3 Volunteer helpers:

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

## 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 changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without an adult 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. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving. They will be issued with a visitors badge which must be worn at all times.

## 4 Police checks

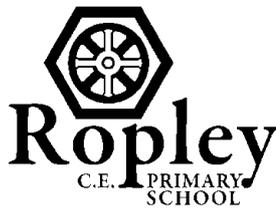
4.1 For the children's safety, all volunteer helpers are required to fill in an application form, provide brief references and have police clearance before they work in the school – a DBS check.

4.2 The headteacher has the authority not to accept the help of volunteers if she or he believes it will not be in the best interests of the children.

## 6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the class teachers and all concerns will be referred to the headteacher.

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



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