



Old Leake Primary & Nursery School

Adult Volunteer Helpers Policy

Introduction

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.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

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

- Teachers
- Teaching Assistants
- SEN assistants
- Caretaker
- Dinner supervisors
- School administrators

Adult workers employed by another organisation:

- Peripatetic music teachers
- Trainee teachers
- LA advisers and inspectors
- Health visitors
- Contract workers (for example an electrician or heating engineer)

Volunteer helpers:

- Parents or other adult helpers working alongside teachers (including members of the PTA)
- Students on work experience

This policy sets out the arrangements for volunteer helpers only.

Volunteer Helpers

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

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.

Signing in

When helpers arrive in the school they must sign in at reception. 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.

Security checks

For the children's safety, all volunteer helpers coming into school for 4 or more occasions in any 30 day period are required to have DBS clearance before they work in the school, by supplying the relevant information and identification to the school. All information is kept confidentially in the school office.

The Headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Deployment of classroom helpers

All helpers are reminded that their work in school is of a confidential nature and therefore must NOT be discussed out of school. Due to matters of confidentiality, volunteer helpers will not be permitted access to the staff room or school office. They must also abide by the school's mobile phone policy, ensuring that phones are switched off or on silent and are out of sight. No calls can be made whilst children are present, and no recordings of children made or images taken.

An induction meeting will be completed by the relevant class teacher, during which confidentiality, child protection procedures, the mobile phone policy and health and safety requirements will be discussed.

Monitoring

The day-to-day monitoring of this policy is the responsibility of the Headteacher.

Signed.....

Date.....



Old Leake Primary & Nursery School

Adult Volunteer Helpers Application

Please complete the following information:

Full Name:

Date Of Birth: All previous names known by:

Full Address (and any previous address if you have lived there for less than 3 years):

.....
.....
.....

Tel No: Email Address:

To obtain a DBS check we will need at least 3 examples of the following identification from you:

- Passport
- P60/P45
- Driving Licence photo-card
- Birth Certificate (and marriage certificate if relevant)
- Recent bank statement or utility bill confirming your address (less than 3 months old)

Please kindly bring the original copies with you so that we can take copies.

Emergency Contact Details:.....

Any information we should be aware of (allergies, medical conditions, etc):.....

.....
.....

Preferred volunteer day and times:

Preferred class: or general help:

Special arrangements:

Signed:..... Date: