

Adult Volunteer Helpers in School Policy



1 Introduction

We want our school to be open and welcoming to all who would like to support the learning of our children by encouraging parents and other adults to help teachers in a variety of ways. However, our overriding priority is 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.

2 Volunteers

Volunteer helpers may be either of the following

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

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

Volunteer helpers **cannot** undertake the following activities:

- take sole responsibility for all or some of the class (they can work with small groups within the school setting and on a school trip, but under the direct supervision of a class teacher)
- provide intimate care to any child
- change soiled clothing of any child
- administer medicines to any child
- administer first aid to any child
- solely supervise children changing for PE or other 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 After School Clubs

We welcome and recognise the value that adult volunteers can bring to supporting (not managing) after school clubs that are extra-curricular. In these circumstances we expect the adult volunteer helpers to adhere to the schools Off-Site Activity Policy, Child Protection (Safeguarding) Policy, Health & Safety Information.

4 Confidential Information

We expect all our helpers to exercise discretion. It would be entirely inappropriate to disclose to

others, any confidential or personal information regarding children or staff they see or hear when working in the school, classroom or within the staffroom. All materials that identify a child must be retained or destroyed within the school environment.

5 Signing In

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

6 Disclosure and Barring Service (DBS) Disclosure

For the children's safety, all volunteer helpers within the school are required to have obtained a DBS disclosure with West Sussex County Council.

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

All volunteers are required to read the WSCC "Safe Working Practice Guidelines" and sign to confirm they will follow the guidance.

A risk assessment will be undertaken for every school trip to determine whether parent helpers are required to have a current DBS in place or not.

7 Monitoring and Review

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

This policy will be reviewed by the governing body every year, or earlier if considered necessary and should be displayed on the school website

Linked Policies:

Child Protection policy

Intimate Care policy

Management of Medicines policy

First Aid policy