

Adult Volunteers Policy

Introduction

We want our school to be open and welcoming to all who would like to support our children. We also want to encourage parents and other adults to help teachers in a variety of ways. This document sets out our school's policy, which is to ensure that the children benefit from as much help as possible, whilst also ensuring their safety and well being remains paramount.

We have 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 support assistants, nursery nurse, site manager, dinner supervisors, admin staff,

- Adult workers employed by another organisation:

Peripatetic music teachers, trainee teachers, LA advisers, health visitors, grounds maintenance, cleaners, kitchen staff, contract workers, ICT technician

- Volunteer helpers:

Parents or other adult helpers working alongside teachers, students on work experience

This policy sets out arrangements for volunteer helpers only.

Volunteer helpers

Volunteer helpers support the school in a number of ways including:

Helping children read, practising key words/times tables, helping with classroom organisation, helping with the supervision of children on school trips, helping with groupwork, helping with practical art and DT activities. All of these will take place within the same classroom as the teacher/TAs or within close vicinity i.e the shared area outside the classroom.

Volunteer helpers are **not** allowed to do the following:

Take responsibility for all or some of the class, supervise children changing for P.E without class teacher being present, supervise children in PE without the teacher being there, take children off site without a teacher/experienced TA.

Signing in

When helpers arrive in 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 details of date and time of arrival. They must sign out, stating the time they leave the building and return their visitor's badge before they leave.

Enhanced DBS checks

All volunteers who regularly help in school are required to have DBS clearance. This also applies to any volunteers who help on a residential visit, even if this is a one-off occasion.

The Headteacher does have the right not to accept the help of volunteers if he/she believes it may not be in the best interest of a child/the school in general.

Deployment of helpers

Sometimes parent helpers do not support in their own child's class on a regular basis, as this can be distracting for the child and perhaps may put the class teacher in an uncomfortable position. However, they may do if class teachers are happy with this arrangement.

CR

Reviewed April 2016

Next review April 2017