



Bishopstone C.E. Primary School

Bishopstone Church of England School, Bishopstone, Swindon, Wiltshire, SN6 8PW

Policy for Parents and Volunteers Working in School

Introduction

The value of well-deployed volunteers in schools is now widely recognised. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that an individual school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. It should be emphasised that the role of volunteers in schools provides the enrichment of the pupil's learning experiences, but must not encroach on or restrict professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the pupils and the staff to whom they are assigned.

Headteachers and governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

Deployment

- a) Volunteers should not be asked to carry out duties which:-
 - i) Fall normally within a teacher's responsibility under *loco parentis*;
 - ii) Fall normally within the job description of a teacher or a member of staff, ie they must not be asked to cover the absence of staff from school;
 - iii) Would normally be performed by a contractor engaged by the LEA or by the school;
 - iv) Require them to have unsupervised access to children;
 - v) It should be noted that the class teacher remains responsible for the organisation of the class and methods of work.
- b) During a visit to the school each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility.
- c) All volunteers need to be made to feel welcome. It is important that the parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.
- d) Where a volunteer's particular skills or knowledge do not match the current need of the school, the offer of help should be declined.

School Regulations and Other Information

- a) In fairness to all concerned, volunteers must be made aware of the rules governing behaviour at the school; the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

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- b) As part of their induction to life at the school, volunteers should also be provided with basic information such as a plan of the campus and details of those facilities available to them eg staff room, toilets etc.
- c) It is important that volunteers are made aware of the following procedures:-
- Expectations with regard to confidentiality;
 - Access to information related to pupils and/or staff;
 - Expected level of behaviour and an awareness of Professional Codes of Conduct;
 - School's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
 - The school's Complaints procedure;
 - The school's Disciplinary procedure

Child Protection

The law requires checks to be made on anyone with responsibilities in a school, which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers) (Amendment) Regulation 1998 this now includes volunteers who regularly help:-

- i) in the classroom;
- ii) in extra curricular activities;
- iii) supervise pupils on school organised holidays or residential visits.

Volunteers must complete a disclosure application form from the criminal records bureau before commencing duties.

IMPORTANT:

It is the Headteacher's responsibility to ensure that volunteers do not have unsupervised access to children.

Headteachers should take all reasonable steps to confirm the identity of the person volunteering. It is recommended that the Headteacher view, and take a copy of at least two original documents:-

- Birth Certificate plus, if the name has changed:
- Marriage Certificate.
- Copy of Deed Poll or Licence;
- Passport;
- Driver's Licence.

- a) These regulations do not apply to volunteers such as those who help organise and run fetes or who may assist the school activities on an irregular or adhoc basis but should apply to volunteers that drive children in cars or minibuses.

Insurance

- a) Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance should be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.



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- b) Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) should be made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions.

Allowances

- a) Although there is no obligation to make financial reimbursement to volunteers; it would be appropriate to consider out-of-pocket expenses connected with the tasks they undertake for the school. If school funds will not allow for a policy of general reimbursement, consideration should be given to such payments in exceptional circumstances.

State benefits claimed by volunteers can be affected by voluntary work and schools are strongly advised to contact the local Benefits Office if they are in any doubt about work they may undertake voluntarily. The main points for consideration are the volunteers should remain available for work if claiming unemployment benefits and that disabled volunteers should not undertake voluntary work of a nature similar to that for which they are receiving disability benefit.

Review

The Parent Policy will be reviewed every two years.

Policy approved by **Gill May**

Designation **Chair of Governors**

Signed *Gill May*

Date.....September 2016

Review.....September 2018



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General guidelines for parents

All parents should sign in at the office upon arrival before going into class. Parents will be taken to the class by an Admin representative or other member of staff.

Parents should always be told by the class teacher never to allow themselves to be in a one to one situation with a child.

Parents should be told to avoid touching children in any way – this will be supported further by avoiding helping the children to get changed for PE.

Parents should be told that disciplining the children is the responsibility of the teacher. If children behave poorly, they should be told to seek the teacher's intervention immediately.

Parents should be told that confidentiality is an essential part of their working in the classroom – it is not an opportunity to find out what is going on within a classroom to support a specific agenda, or to feedback on events which have occurred within the classroom to another parent. Such concerns should follow a different route, guidance can be sought from the class teacher, Headteacher or Governing Body representatives.

Parents should be told not to enter the children's toilets at any time. If they feel there is a problem with a child in a toilet, they must seek a teacher to deal with the situation.

Parents should be told not to administer any medication to children including creams. This is the role of the first aid staff.

As parents help in school, they may decide to extend their role and even take on some form of formal training.

Staffroom

Parents are welcome to join staff in the staffroom at lunchtimes and playtimes.

When parents are in the staffroom, staff need to be aware of this. Negative discussion of children should be avoided and the conversation should be professional as laid out in teacher's guidelines on conduct.

Health and Safety

Parents should sign in the visitors book each time they arrive in school. This book is situated in the office. On departure, parents also should sign out.

Staff should explain the fire drill procedure to any parent helpers in their class.

Parents should be visible to a member of staff at all times, whatever work they are undertaking with the children.