



Milecastle Primary School

Volunteers in School Policy

June 2017



MILECASTLE PRIMARY SCHOOL VOLUNTEERS IN SCHOOL POLICY

INTRODUCTION

At Milecastle Primary School we believe that adult volunteers in school can play an active part in supporting the education of pupils. Volunteers can bring expertise and knowledge which can make a positive contribution to the learning and understanding of children. They can provide beneficial links between the school and its wider community.

AIMS

1. To use skills and knowledge which adult volunteers can bring into school to enhance and support the curriculum offered to pupils.
2. To encourage the partnership between home and school.

GUIDELINES

1. It is the professional judgement of the teacher and headteacher to determine the circumstances in which parents and other volunteers can appropriately participate in the work of the school.
2. The headteacher should be made aware of any adult volunteers working in school on a regular or 'one off' basis.
3. No adult can carry out voluntary work unless an appropriate criminal records check has been carried out. It is the responsibility of the individual teacher to request that the headteacher arranges such checks before the work is undertaken. This also applies to voluntary helpers on educational visits.
4. The work of the voluntary helper may be complementary but not an alternative to the role of the teaching and other support staff.
5. Staff should ensure that adult volunteers are given clear instructions about the tasks they are to undertake. It is the responsibility of the teacher to organise resources and equipment for the tasks to be undertaken.
6. Staff should be vigilant when the use of parents/volunteers is involved and ensure the volunteer is supervised at all times.

7. Volunteers must:

- undertake appropriate tasks which do not undermine the position of employees
- work under the direct supervision of a member of staff
- adhere to health and safety regulations and practices
- be made aware of safeguarding and seek advice about any concerns
- act in a manner which is compatible with the school ethos and environment
- be encouraged to respect confidentiality.

8. At playtimes the host teacher should make arrangements for the volunteer to be offered tea/coffee in the community room. Volunteers should not use the staffroom during the official staff break although they may use the staffroom during lesson times. Volunteers should be asked to check that this is appropriate with other users of the staffroom e.g. teaching staff on PPA time and other support staff.

9. For health and safety reasons, volunteers should complete the signing in book in the office on arrival and departure and wear a numbered visitor badge.

10. Suggested activities for volunteers:

- working with children on teacher's directed activities
- working on maths/literacy games with small groups of children
- accompanying and supporting educational visits
- listening to children read- individual and small groups
- give talks, demonstrations which will enhance areas of the curriculum
- preparing materials to support classroom/school activities.

CONCLUSION

Volunteer helpers should be made welcome in school. Their use should be planned carefully and carefully supervised in order to benefit and support staff and pupils.