



Woodford Green Primary School

Voluntary Helpers Policy

Date Reviewed: Summer 2016

Author: KJ/SLT

Source: Waltham Forest

Last Review Date: Spring 2009

Next Review Date: Summer, 2018

WOODFORD GREEN PRIMARY SCHOOL

Volunteer Helpers in School Policy

Our motto at Woodford Green Primary School is

Work Grow Play Succeed



Vision:

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of Volunteer Helpers Policy:

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteer Helpers are:

- Parents or other adults working alongside the teachers.
- Students on work experience.

Volunteer Helpers Support the school in a number of ways:

- Supporting pupils within classrooms.
- Hearing pupils read.
- Helping with classroom organisation.
- Helping with supervision of children on school visits.
- Helping with group work.
- Helping with art or other practical subjects (cooking etc.)

Volunteer Helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class.
- Change very young children or supervise them changing.
- Supervise children engaged in PE or other specialist activities.
- Take the children off the school site without a teacher in charge.
- The responsibility for the health and welfare of the children remains with the class teacher at all times.
- Administer any first aid or give any medications.
- Be placed in any 1:1 situation with a child.

Signing in:

When any helper arrives in the school they must sign in at the school office using the school's electronic system and collect a visitor/parent helper sticker/badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting. Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding checks:

For the children's safety, all volunteer helpers who have regular contact with children must be supervised at all times. Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays do not require an Enhanced Disclosure, but must be supervised at all times. Supervised volunteers must fill in the 'Volunteer Helpers Protocol'.

Volunteers with unsupervised access to children must have an Enhanced Disclosure (CRB) prior to taking up the role through the school.

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

Confidentiality:

We recognise that for staff and parents of other children to be confident about helpers in school. All volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol', a copy of which will be kept in school. See **Appendix (i)**. Volunteers will have DBS check, applied for through the school's Finance Officer.

Deployment of parent helpers:

On occasions, the school may ask parents not to support in their own child's classroom (on an individual basis), as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. In these cases, helpers will be asked to support in classes where there is the most need for support.

Monitoring and review:

The day to day monitoring of this policy is the responsibility for the Deputy Headteacher and Leadership team. The Headteacher will report to governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 2 year cycle or earlier if necessary following full consultation from the parent council, staff and governors.



CONFIDENTIALITY AGREEMENT

It is the policy of Woodford Green Primary School to provide our employees, helpers or students with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities.

I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself.

I will not discuss any confidential information with parents or others in any public areas, hallways, and gathering spaces, etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilise confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities. Unauthorised disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Woodford Green Primary School. Further, this agreement mandates compliance extending beyond employment, contract, or association with Woodford Green Primary School, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee Signature

Employee Name (print)

Date _____