

Ullesthorpe C of E Primary School

Adult Volunteer Helpers Policy C2

Signed by the Governing Body:

Date reviewed by the Governing body: November 2015

Review date: Autumn 2018 or earlier if required.

1. Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. **However, our overriding concern is for 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, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- Paid full-time or part-time staff employed by the school:
 - Teachers;
 - Teaching assistants;
 - SEND assistants;
 - Premises officer;
 - Midday supervisors;
 - School administrative staff.
- Adult workers employed by another organisation:
 - Peripatetic music teachers;
 - Trainee teachers;
 - LA advisers;
 - Health visitors;
 - Grounds maintenance staff;
 - Contract workers.
- Volunteer helpers:
 - Parents/carers or other adult helpers working alongside teachers;
 - Students on work experience.

This policy sets out the arrangements for volunteer helpers only.

2. Volunteer helpers

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

- Supporting individual pupils;
- Helping with classroom organisation;
- Helping with the supervision of children on school trips;
- Helping with group work.

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

- Take responsibility for all or some of the whole class;
- Change very young children, or supervise them changing;
- Supervise children engaged in PE or other specialist 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/cover supervisor at all times.

3. Signing in

3.1 When helpers arrive in the 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 book 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.

4. Disclosure and Barring Checks

- 4.1 For the children's safety, all regular volunteer helpers are required to have enhanced DBS clearance before they volunteer in the school.
- 4.2 The head teacher has the authority not to accept the help of volunteers if s/he believes it will not be in the best interests of the children.

5. Monitoring and review

- 5.1 The day-to-day monitoring of this policy is the responsibility of the headteacher.
- 5.2 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.