



ST PAUL'S CATHOLIC PRIMARY AND NURSERY SCHOOL

Our school is a place of learning

a place of love

VOLUNTEER HELPERS IN SCHOOL POLICY

Introduction

We want our school to be open and welcoming to all who would like to support our pupils. 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.

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 individual pupils within classrooms
- Hearing pupils read
- Helping with supervision of children on school visits
- Helping with group work
- Helping with practical subjects

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

Signing in

When any helper arrives in the school they must sign in at the school office. 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 have a List 99 check (List 99 is the DFE list of people who are banned from working with children) regardless of whether they have unsupervised access to children. Volunteers with unsupervised access to children in addition to this will have an Enhanced Disclosure prior to taking up the role (CRB). 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.

Monitoring and review

The day to day monitoring of this policy is the responsibility of the Headteacher and Senior Leadership team. This policy will be reviewed on a 2 year cycle or earlier if necessary.

VOLUNTEER HELPERS PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- ❖ Deal with difficult or challenging behaviour.
- ❖ Carry out a task that you feel unprepared to complete

Signed:.....Date:

Class teacher/Headteacher

Volunteer Helper:(name)

I agree to:

- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason.
- Complete the appropriate CRB/List 99 safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper.

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed:..... Date: