



VOLUNTEERS POLICY

DOCUMENT HISTORY	
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BY:	SLT
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DESIGNATED TEACHER :	Mr Twiby
APPROVED BY GOVERNING BODY:	March 2016

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:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- SEN assistants;
- nursery nurse;
- caretaker;
- cleaners;
- dinner supervisors;
- school secretaries;
- librarian;
- instructors.

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP].

1.2.3 Volunteer helpers:

- parents 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;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips or swimming;
- helping with group work;
- helping with art or subjects involving other practical activities;
- transporting pupils to and from events, etc.

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 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 sheet 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 Police checks

4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS), formerly known as Criminal Records Bureau (CRB), before they work in the school.

4.2 The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children. The Headteacher also has a right to request additional relevant information regarding the volunteer in relation to their suitability to work with children.

5 Deployment of classroom helpers

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

6 Transportation of children

6.1 It is the policy of the school that volunteers can only transport children under exceptional circumstances and only then if they have full comprehensive insurance with relevant entitlement and a DBS check. This must always be at the discretion of the Headteacher. For the safety of the children and the volunteer children must never travel alone in the car with a volunteer. The children must always be sat in the rear seats if possible, always with a seat belt and with booster seats if needed.

7 Child Protection

7.1 The school have comprehensive child protection and safeguarding policies in place and it essential that all volunteers make themselves familiar with them before working in school. These are available in the school office and volunteers need to sign a declaration that they have been observed. The Headteacher will assist volunteers with this process.

8 Monitoring and review

7.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

7.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

This policy was agreed by the staff and governors of Crooksbar Primary School in March 2016.