



Chase Side Primary School

VOLUNTEER HELPERS IN SCHOOL POLICY

As for all policies we undertake within our school, all aspects of the Volunteer Helpers in School Policy must fit with the ethos, values and vision for the school which are:

Our Ethos:

Our ethos encompasses being welcoming, inclusive, friendly, caring and ensuring that working together underpins everything we do.

Everyone has the right to expect and benefit from this ethos and these values are demonstrated in all aspects of school life. Everyone who is part of or who visits our learning community is asked to adhere to our values and ethos.

Our Vision:

- Developing confident lifelong learners
- Embracing and valuing our diversity
- Making a positive impact in our community

Our Values:

The shared values of our school include:

- Kindness
- Respect
- Friendship
- Honesty
- Resilience

Stronger Together!

Policy Reviewed and Approved by Governors on 5th June 2024

Policy to be reviewed June 2026

Rationale

In keeping with our 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 to become successful independent learners and grow into responsible and active local, national and international citizens.

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 within the classroom
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Running the school library and other clubs or areas around the school

Volunteer helpers are not permitted to carry out the following activities:

- Take responsibility for all or some of the class away from the classroom
- Change children or supervise them changing
- Supervise children engaged in PE or other specialist activities (without appropriate school staff supporting)
- 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 and collect a visitor 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 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 DBS/List 99 check (List 99 is the DCSF list of people who are banned from working with children) regardless of whether they have unsupervised access to children.

**please see section below on Volunteers not requiring an Enhanced Disclosure for the definition of non-regular contact with children.*

Volunteers **over the age of 16** will need to have a Disclosure and Barring Services (DBS) prior to taking up the role.

Although unable to undergo a DBS check, volunteers **under the age of 16** will only come through their own school's work experience programme and will be closely monitored by a member of staff whilst on the School premises.

The school also adheres to the "Keeping Children Safe in Education" act. As part of this, volunteer helpers will be required to read our child protection policy, behaviour policy, code of conduct and any other relevant policies to inform them during induction. If a volunteer has had any criminal allegations made against them, in-line with DBS expectations, these must also be disclosed to the Head Teacher prior to volunteering in the school. This will be dealt with in strictest confidence.

The Head Teacher 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.

Payment of Safeguarding Check Costs

The School incurs a cost for all List 99 and Enhanced Disclosures processed. These costs will be attributed as follows;

- If an individual is completing a period of voluntary work for their own personal development, for example as part of a further education course, then the cost of the safeguarding checks will be borne by the individual and the School will issue an invoice for the amount due.
- If the School has requested that an individual comes into School to do voluntary work, the School will bear the cost of the safeguarding checks.

Volunteers not requiring an Enhanced Disclosure

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. Summer Fayre, parents in school days etc... who do not have unsupervised access to 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 Helper in School Protocol Letter,' a copy of which will be kept in school.

Deployment of Parent Helpers

It is the policy of the school to ask parents not to support in their own child's classroom as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for support in the area the volunteer has highlighted as a strength.

Monitoring and Review

The day-to-day monitoring of this Policy is the responsibility for the Headteacher and leadership team. The Head Teacher 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 with the staff and Governors.

VOLUNTEER HELPERS IN SCHOOL 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.
- Share the School's Vision, Values and Ethos, Behaviour Policy, Code of Conduct, Child Protection Policies and any other relevant policies with you to help you understand how we expect staff to behave at Chase Side Primary School.
- 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.
- Let you know in advance the overall plan for the day and let you know if this changes.
- 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:
(Head Teacher/ Senior Leadership Team)

Name of Volunteer Helper:

I agree to:

- Use the School's Vision, Values and Ethos, Behaviour Policy, Code of Conduct, Child Protection Policies and any other relevant policies to inform the teacher if I see any inappropriate behaviour, as soon as possible.
- 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 by 8.30am in the morning, or on the previous day if possible.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS/List 99 safeguarding checks
- Disclose any criminal allegations to the Head Teacher prior to starting as a volunteer helper at Chase Side Primary School

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: