



Yealand C.E. Primary School

Policy and Procedures for Volunteer Helpers in School

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.

Policy Aims

- This policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteer Helpers are:

- Members of the governing body
- Parents/Grandparents/Carers
- University, College and sixth form students
- Ex members of staff
- Members of the local community

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Yealand staff to run lunchtime/after school clubs
- Working with children on the computer
- Accompanying school visits
- Baking
- Forest Schools

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.

Personal belongings must be stowed away safely in the school office, this includes mobile phones.

Safeguarding Checks

It is our policy that all staff and volunteers who:-

- work directly and regularly (once a week or more) with children
- in roles which involve caring for, supervising or supporting groups/individual children

will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

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. school fete, mums 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 Helpers Protocol,' a copy of which will be kept in school.

Deployment of Parent Helpers

There may be times when the school may 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 individual support.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team. This policy will be reviewed yearly or earlier if necessary.

Date policy agreed: October 2017

Date for Review: October 2018

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 behaviour policy with you to help you understand how we manage behaviour
- 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:
Class Teacher/Headteacher

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Use the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- 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
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Yealand C.E. Primary School

As a volunteer helper I agree not to:

- Look through or compare children's work, records or staff records, for example at times when you may be left unattended in the classroom.
- Share any information about a child or member of staff with **anyone** outside the school staff team

Signed:..... Date: