



Volunteer Helpers Policy

Volunteers in School Policy Statement

The School has established a policy in support of Parents (and other adults) wishing to work as volunteers in School. There are two main ways of helping: -

- a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions. This may require a DBS check and will be assessed dependant on each individual circumstance.
- b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term and will consist of one or two timetabled weekly sessions. This always requires a DBS check.

Points for Staff to Note

We all agree that volunteers in school can make a great difference to children's work. It also gives parents a chance to be involved in the life of the school. The following points should be followed so that all helpers are aware of their role and the school can make maximum benefit of their help for the pupils.

ALL voluntary helpers who offer regular support must undergo a DBS check in order to ensure that the children are protected. Volunteers should contact the school office so that an appointment can be made to complete the online form.

Voluntary helpers are given a copy of the school's guidelines for such helpers, this includes notes about confidentiality and references to the school behaviour policy. A record is kept of volunteers who have received the guidelines, so that we know if people have received a copy in the past. They will also be given information about safeguarding and who to talk to should an issue arise.

All volunteers should be reminded to sign in and out of school, and to wear a visitors badge for the duration of their visit.

Don't ask helpers to do things they are not happy with. Some parents prefer to help with practical tasks while others do not. Take time to find out what they are happy doing, it makes the working relationship much more productive and means that they will keep coming back!

If you have a concern about a helper, in the first instance a quiet word may resolve the issue – usually it is just a case of not knowing. For more serious issues teachers should inform the Head teacher.

GUIDELINES FOR VOLUNTEERS WORKING IN SCHOOL

WELCOME TO OUR SCHOOL

Thank you for your interest in volunteering in school.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us. We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- the class teacher you work with
- the school office
- the Head teacher

It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of :-

A] Signing in and out when coming into and leaving the premises

B] Wearing the Visitor badge we give you at all times whilst in school

Our Deputy Headteacher will meet with you to welcome you to our school and to provide a short induction meeting to give you important information and advice.

WHAT SHOULD I DO IF I HAVE A PROBLEM WHILST WORKING IN SCHOOL?

We expect all members of the school community to be polite, courteous and selfdisciplined. Pupils watch us and follow our example. The same rules apply to staff, children and volunteers working in school. Please discuss problems with the teacher or head teacher. The teachers in school are expected to act “in loco parentis” — this means in place of a reasonable parent. They are responsible for the children whilst they are at school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- Never tell off a child. The school has a code of discipline which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem — tell the teacher straight away.
- Never shout at a child
- Never hit a child
- Never threaten to hit or manhandle a child
- Never be left in sole charge of a child.

If you have concerns about what a child tells you or a conversation that you overhear which concerns you the person to speak to is Mrs Hoyer (your class teacher will point you in the right direction).

WHAT WORK SHOULD I NOT UNDERTAKE?

Health and Safety Regulations will prevent you undertaking some activities. These Regulations are available for you to read if you wish.

Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child or children. You should be clear about your responsibilities and your role at the school. If in doubt check with the Head teacher.

WHAT ABOUT CONFIDENTIALITY?

We expect our volunteers to abide by the same code of confidentiality as teachers. Please ask your teacher about this.

AND FINALLY...

We would like to thank you for offering to volunteer to help at our school. We regard you as a member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.

Together we make a great team!

Revised: Summer 2024