

# Ormesby Village Infant and Junior School

## Adult Volunteer Helpers' Policy

### 1 Introduction

1.1 We want our schools 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 schools' 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. First and foremost it is the schools' duty to safeguard the children in its care and to deter unsuitable people from working with children.

1.2 The schools have 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 schools:

- teachers;
- teaching assistants;
- caretaker;
- cleaners;
- dinner supervisors;
- school secretaries;

1.2.2 Adult workers employed by another organisation:

- trainee teachers;
- LEA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

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 schools 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;
- helping with group work;
- helping with art or subjects involving other practical activities.

**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 Safeguarding**

**4.1** For the children's safety, all volunteer helpers are required to have police clearance when they work in the school. DBS disclosures need to be completed with the Headteacher on-line. All adult volunteers will be given an induction briefing before they start to help, outlining important school procedures and safeguarding policies. It is the class teacher's responsibility to give out this information and to make clear expected codes of conduct and responsibilities regarding safeguarding.

**4.2** The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

### **5 Deployment of classroom helpers**

**5.1** Helpers will be asked to support in classes where there is the most need for individual support. Sometimes it may prove inappropriate for a parent to help in their own child's class but this decision remains with the Headteacher.

### **6 Monitoring and review**

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

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

<b>Action</b>	<b>Date</b>
<b>Policy agreed by staff</b>	<b>11.10.16</b>
<b>Review date</b>	<b>October 2018</b>