

**Lydbrook Primary School**  
**(including Robins Nursery)**  
**Volunteer Helper Policy**

*Where anything is Possible*

<b>Policy Reviewed:</b>	<b>Annually</b>
<b>By:</b>	<b>Full Governing Body</b>
<b>Agreed:</b>	<b>10<sup>th</sup> February 2021</b>
<b>Next Review:</b>	<b>Spring 2023</b>

## **1.0 Introduction**

- 1.1 We want our school to be open and welcoming to all who would like to support the children and their education. We would like to encourage parents and other adult members of the local communities to help the school in a variety of ways. We believe that full community involvement 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.
- 1.2 As a school we identify values that underpin the whole of our community. These values inform our school's vision, aims and ethos, the design of our curriculum, all policies, planning and the school's management and governance.

## **2.0 Aim of Volunteer Helpers Policy**

- 2.1 To provide staff, parents and other volunteers with clear expectations, induction and guidelines for working in school.
- 2.2 To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

## **3.0 Volunteer helpers are:**

- 3.1 Parents working alongside the teachers
- 3.2 Other adults from the local communities working alongside the teachers
- 3.3 Students on work experience including College placements.

## **4.0 Volunteer helpers support the school in a number of ways:-**

- 4.1 Supporting individual pupils within classrooms
- 4.2 Hearing pupils read – positive encouragement and support
- 4.3 Helping with classroom organisation
- 4.4 Helping with supervision of children on school visits

- 4.5 Helping with group work
- 4.6 Helping with art or other practical subjects (cooking, science)
- 4.7 Helping with practical projects involving the environment such as gardening, decorating, small repairs.

## **5.0 Volunteers helpers are NOT allowed to do the following activities**

- 5.1 Take responsibility for all or some of the class
- 5.2 Change the clothing of very young children or supervise them changing without a teacher present
- 5.3 Supervise children engaged in PE or other specialist activities
- 5.4 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.**

## **6.0 Signing in**

When any helper arrives in the school they must sign in at the school office and collect a visitor/volunteer lanyard which must be worn at all times in schools. Details of arrival time and the area of the school in which the volunteer will be working should be recorded. Volunteers/Visitors should also sign out when they leave the premises.

## **7.0 Safeguarding checks**

- 7.1 All volunteers coming into school are required to have completed the necessary Disclosure and Barring Service and application.
- 7.2 The Disclosure and Barring Service will refer the details provided to the government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issue.
- 7.3 Volunteers not requiring a DBS include:-
  - 7.3.1 Volunteers who accompany staff and children on one-off outings or trips.
  - 7.3.2 Those who help out at specific events, eg. school fete, fundraisers etc where volunteers do not have unsupervised access to children.

## **8.0 Induction**

8.1 Having a consistent induction process will make sure everyone in our organisation fully understands and knows how to follow our safeguarding policies and procedures including health and safety.

All volunteers will need to:-

- Have read and understood the School's Child Protection and Safeguarding Policy
- Know how to spot the signs that a child may be experiencing abuse
- Know how to respond appropriately if a child makes a disclosure about abuse.
- Know what to do if they have concerns about a child's wellbeing.

8.2 All volunteers will need to complete or have completed up to date child protection training as part of their induction. It's important to make sure everyone has up-to-date knowledge and skills and understands how child protection works in our school.

8.3 A member of staff will be allocated to mentor and/or supervise new volunteers.

8.4 A probation period of one month will be given to all new volunteers. This will allow concerns on either side to be raised and responded to appropriately.

8.5 Ongoing supervision and training will be regular and ongoing. This gives everyone a chance to reflect on and prove their child protection practice and keeps safeguarding at the front of their minds.

## **9.0 Confidentiality**

We recognise that in order for staff and parents of children in school to be confident about helpers in school, all volunteers will be requested to agree to a protocol regarding confidentiality and conduct. Volunteers will be asked to sign a "Volunteer Helpers Protocol" (Appendix 1) a copy of which will be kept in school alongside the induction pack.

## **10 Deployment of Parent Helpers**

Where possible, parents are encouraged to not support in their own child's classroom, as this can be distracting for the child and could potentially 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.

## **11 Monitoring and review of policy**

The day to day monitoring of this policy is the responsibility of the Headteacher who will report to Governors annually on the number of volunteers in school, summarising their value and impact in supporting children's learning.

This Policy will be reviewed every 3 years by the Governing body.

## APPENDIX 1

### PROTOCOL FOR VOLUNTEER HELPERS AT LYDBROOK PRIMARY SCHOOL

Please read and sign the document below to confirm your agreement with the following school expectations of you 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 at Lydbrook Primary School.
- Ensure that the children you work with behave well and work well.
- Ensure the children 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.

As a school we agree not to ask you:-

- Deal with difficult or challenging behaviour
- Carry out a task which you feel unprepared to complete.

Signed ..... Date .....

Class teacher/Headteacher

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**Volunteer Helper Name**

**Date**

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 which concerns me in school
- Read and complete the induction Safeguarding process which includes the Confidentiality policy and Social Media Policy
- Inform the school if I am unable to come into school for any reason by 8.30 am in the morning.
- Respect and listen to the guidance of the teacher at all times.

I agree not to

- Compare children's work, or look at children or staff records.
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Signed ..... Date .....

Approved by FGB - 10.02.21