



## **Ashmole Primary School**

### **Policy on Volunteer Helpers and Students**

#### **1 Introduction**

- 1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents, students 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 school's 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.
- 1.2 The school has a variety of adults and students 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 school:
    - teachers;
    - teaching assistants;
    - SEN assistants;
    - nursery nurse;
    - site manager;
    - cleaners;
    - lunch supervisors;
    - school secretaries;
    - chefs;
    - sports coaches/ play leaders
  - 1.2.2 Adult workers employed by another organisation:
    - music teachers;
    - trainee teachers;
    - advisers and inspectors;
    - health visitors;
    - contract workers (e.g. an electrician, heating engineer, technician).
  - 1.2.3 Volunteer helpers:

- parents, grandparents, relatives of children, family friends or other adult helpers working alongside teachers;
- students on work experience from school or college/ TA students;
- members of the local community
- people who have a particular talent, expertise or interest in a class or school based topic.

This policy sets out the arrangements for volunteer helpers and students on work placement from a college or school. The term volunteer can refer to students on work experience and TA students.

## **2 Volunteer helpers**

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation, resources, labelling, displays, games and books;
- 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 sticker/ 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.

- 3.2 The Head Teacher is responsible for Parental Involvement in school and class teachers for organising class helpers. Volunteers are recruited during the school year in response to a general letter from the Head Teacher or through personal contact by the teachers. A short training session will follow before volunteers are asked into the school on a regular basis. Individual teachers will be given names of volunteers, it is their responsibility to contact their volunteers and make arrangements. Some volunteers might be new to school; others recruited from previous years. Potential volunteers can approach the school throughout the year. Similarly, if a need arises for extra volunteers or volunteers with a specific expertise, a further letter will be sent out. The teacher responsible for the volunteer is required to liaise with the school office so that HR can ensure that DBS checks are completed and the Central Register is updated.

#### **4 Police checks**

- 4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS checks) before they work in the school.
- 4.2 The headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

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

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support. Adults help in school throughout the school day. They could be asked to help with a range of activities and tasks in and out of the classroom, depending on their preferences and skills. Arrangements are made for adults, who are unable to come into school, to take tasks home. Class volunteers might stay with the same class teacher or move with the class in successive years.

- 5.2 Volunteers/ students should not chew gum/ eat sweets in class and should wear smart/ casual clothing.
- ◆ Volunteers should be supervised adequately whilst on site.
  - ◆ Volunteers should not use mobiles / ensure mobiles are switched off in the school environment.
  - ◆ Volunteers are not permitted to smoke on any grounds of the school.
  - ◆ Volunteers should be provided with, and required to use, any personal protective equipment necessary to safeguard their health and safety.
  - ◆ Volunteers must be aware of the Fire Safety Procedures.
  - ◆ Volunteers should notify the school if they are unable to come in.

- ◆ Volunteers need to be aware of the Child Protection Policy of the school.
- ◆ Volunteers need to be aware of the Health and Safety Policy of the school.
- ◆ **Confidentiality and discretion are very important. Volunteers must not discuss a child's work or behaviour with the child's parents or anyone outside the school.**

The school has tea and coffee making facilities for volunteers and a small contribution of 25p a cup would be kindly appreciated. If a school lunch is required on a particular day this will need to be ordered via the school office by 9.30am and the relevant cost per meal. Volunteers/ TA students and students on work experience should eat in the classroom or designated area and are not permitted to bring fast food onto the school premises during lunchtimes. University students undertaking a Degree course/ PGCE need to use the staffroom facilities.

### **Training**

Extra training for volunteers in school may be provided if and when available.

Sep 2023

Next review due: Sep 2024