

**Arkholme Church of England Primary School**  
**Policy and Procedures for Volunteer Helpers in School**



**Read and Noted by:**

**Name of volunteer –**

**Email –**

**Telephone -**

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We want our school to be open and welcoming to all who would like to support our 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 Arkholme staff to run lunchtime/after school clubs
- Working with children on the computer
- Accompanying school visits
- Baking
- Forest Schools
- School productions and performances
- Maintaining or developing the school grounds

### **Signing in**

When any helper arrives at school, we politely request that they enter via the main front door and sign in at the school entrance. 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.

## **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 an Enhanced DBS disclosure.

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. It is essential that confidentiality is maintained in school and that by signing the protocol you understand the importance of this.

## **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 on a 2 year cycle or earlier if necessary.

Date policy agreed: June 2019

Date for Review: May 2021

## 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:

- Treat any information with **total** confidentiality
- 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
- 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 the School

### I agree not to:

- Compare children's work, records or staff records
- Grant anybody access to the school building
- Answer the school telephone
- Share any information about a child or member of staff with **anyone** outside the school staff team

Signed:..... Date: .....