

# Ightham Primary School



## Volunteer Helpers in School Policy

Review details:

Next Review Date	March 2023
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Version	Ratified by	Date	Signed
3.0	Full Governing Body	3 <sup>rd</sup> March 2022	

## **Vision**

We want our school to be open and welcoming to all who would like to support the 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 and experiences. 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.

## **Aims of Volunteer Helpers Policy**

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

## **Volunteer helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience

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

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (e.g. cooking)

## **Volunteer helpers are not allowed to do the following activities**

- Take responsibility for all or some of the class
- Supervise children changing
- Supervise children engaged in PE or other specialist activities
- 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.

## **Signing in**

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. 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 the policy of Ightham Primary School that all volunteers will be required to obtain a DBS disclosure at the appropriate level. Students are exempt from this requirement as they are signed up to a college, school or university.

The Head Teacher has the authority not to accept the help of volunteers if he 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.

## **Deployment of Parent Helpers**

Helpers will be asked to support in classes where there is the most need for individual support.

## **Radicalisation**

Ightham Primary School recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Every member of staff (including volunteers) at Ightham Primary School recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks. All members of the community at Ightham Primary School will report concerns regarding radicalisation and extremism to the DSL who will follow local and national guidance.

Additional information about responding to online radicalisation and extremism can be found in the school's Online Safety Policy.

## **Monitoring and Review**

The day to day monitoring of this policy is the responsibility for the Head Teacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 2 year cycle or earlier if necessary following full consultation from the parents, staff and governors.

## 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
- Share the school safeguarding policy with you and explain what you should do in the event of a disclosure from a child
- 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:

- 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
- Treat any information with total confidentiality
- Inform the school DSL of any disclosure or concern relating to safeguarding
- 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 safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Ightham Primary School

### I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

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