

WILKINSON PRIMARY SCHOOL



Volunteers in School Policy

Reviewed On: September 20234

Approved on: 16th October 2024 (F&GP)

Next Review Due: September 2025



Volunteers in School Policy

Vision

We want our school to be open and welcoming to those who would like to support the children 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 ensure good communication between staff and helpers
- 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 school staff
- Students on work experience

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- 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, gardening
- Helping with the library
- Helping with Wilkinson Wigglers (Parent and Toddler)
- Carrying out preparation for events and activities such as PTA tasks

Volunteer helpers are not permitted to do the following activities:

- Take responsibility for all or some of the class
- Change very young children or supervise them 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

Whilst we appreciate help in the classroom, there are a variety of tasks that can be done either outside the classroom or at home that are of equal benefit to the staff and children.

Helpers in school are always under the supervision of the staff member to which they are assigned. They will explain the task, what is required of the children and the helper's role within that setting. Regular helpers will quickly learn individual practices, but policy documents are available to give a deeper understanding of our ideas and procedures.

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/area you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding

It is Wolverhampton County Council (WCC) policy that all staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
- in roles which involve caring for, training, supervising or being in sole charge of pupils

will be required to obtain a DBS disclosure at the appropriate level. Regular volunteers also complete the school safeguarding induction.

The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children or the school.

Volunteers will complete the school safeguarding induction and relevant safeguarding information will be accessible.

**The use of mobile phones/ cameras is not permitted on school premises.*

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. Summer Fair, Easter Bingo and 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. It is vital that confidentiality be maintained in respect of the children's attainments, attitude and behaviour whilst operating in school as a helper. Any matter of concern should be discussed with the Head Teacher or a member of the Senior Management Team in order for any misunderstandings or difficulties to be addressed as a matter of urgency. You may also see written records, files and paperwork within the classroom which must be treated with confidentiality.

Deployment of Parent Helpers

It is the policy of the school to 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.

Breaks

The staffroom is where the staff relax away from the children and matters of a confidential nature are sometimes discussed. Therefore the community room can be used at break times to enjoy a drink. If in use, we can direct to another quiet area. We thank you for your understanding.

All helpers who volunteer in school on a regular basis are provided with a copy of this policy. Before helping in school, they **MUST** declare any previous criminal convictions and consent to a full check being carried out by the Criminal Records Bureau. The children of helpers must have an attendance of 90% or above.

Monitoring and Review

The day to day monitoring of this policy is the responsibility of the Headteacher and Senior Management Team. The Headteacher will report to Governors annually on the number of parent volunteers in school and will summarise 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 AGREEMENT

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 and school rules 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: _____

Safeguarding/Family Liaison Lead _____

Volunteer Helper: _____ (Printed Name)

Signed _____

Date: _____

As a volunteer helper I agree to:

- Use the school behaviour policy/school rules 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 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 Wilkinson 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 of school
- Use mobile phone/camera whilst on school premises

Signed: _____

Date: _____