

# *Central Primary School*



## *Adult Volunteer Policy*

## Our Moto: Children are Central

### Introduction

We want our school to be open and welcoming to all who would like to support the children. As part of this we seek to encourage parents and other adults to help teachers in a variety of ways. It encouraging this help we never forget our duty of care in the safeguarding of the children in our school. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, yet are as protected as possible.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full- or part-time staff employed by the school:

- Teachers;
- Learning Support Assistants (LSAs);
- Early Years Foundation Stage Practitioners (EYFSPs);
- Caretakers;
- Cleaners;
- Mid-Day Supervisors (MSAs);
- Secretaries;

Adult workers employed by another organisation:

- Peripatetic music/ sport/ art teachers;
- Trainee teachers;
- LEA advisers and inspectors;
- Health visitors;
- Grounds maintenance staff;
- Contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- Parents or other adult helpers working alongside teachers;
- Students on work experience/ placements

This policy sets out the arrangements for volunteer helpers only.

### Volunteer helpers

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

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

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

- take responsibility for all or some of the whole class;
- change very young children;
- supervise children changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher/ staff member in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## **Child Protection, Recruitment & Vetting**

While we seek to encourage volunteering in school we expect volunteers to comply with our safeguarding procedures. To ensure this all volunteers must undergo the following checks before commencing their placements at the school:

- Provide two character references
- Undergo an enhanced DBS check
- Attend an interview with a Senior Member of Staff
- Attend a safeguarding training for Volunteers
- Read the Child Protection and Safeguarding policies

Volunteers who have undergone these checks will be provided with a green lanyard on arrival in school so that school staff can see that they are an approved visitor to the school.

Volunteers on short placements (PGCE visits/ school work experience) or those visitors who have no undergone safeguarding checks will wear a red lanyard to identify that these visitors will need supervision on the school site.

Records of volunteer training and checks are kept by the Designated Senior Person (DSP) in a locked cabinet.

The Head Teacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **Signing in**

When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's sticker, which they should wear at all times. They will be given the relevant lanyard on arrival. They must also sign out, stating the time they are leaving, before they leave.

## **Deployment of classroom helpers**

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. Helpers will be asked to support in classes where there is the most need for additional support. The only exceptions to this will be parents hearing children read.

## **Equality**

In accordance with the Equality Act 2010 we seek to;

- a) **eliminate discrimination**, harassment, victimisation and any other conduct that is prohibited by or under the act
- b) **advance equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it

As a result, we seek to ensure that all potential volunteers are treated fairly and are considered on their appropriateness to work with children and that no one is discriminated against in line with the above points.

## **Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the Head Teacher. The Head Teacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.