



Adult Volunteer Helpers in School Policy

1 Introduction

We want our school to be open and welcoming to all who would like to support the learning of our children by encouraging parents and other adults to help teachers in a variety of ways. However, our overriding priority is 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.

2 Volunteers

Volunteer helpers may be either of the following:

- parents or other adult helpers working alongside teachers
- students on work experience

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

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

- take sole responsibility for all or some of the class
- provide intimate care to any child
- change soiled clothing of any child

- administer medicines to any child
- administer first aid to any child
- solely supervise children changing for PE or other 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 After School Clubs

We welcome and recognise the value that adult volunteers can bring to the provision of after school clubs, that are extracurricular. In these circumstances we expect the adult volunteer helpers to adhere to the schools OffSite Activity Policy, school Child Protection (Safeguarding) Policy, Health & Safety Policy and ensure that the ratio of adults to children meets the required levels.

4 Confidential Information

We expect our all our helpers to exercise discretion. It would be entirely inappropriate to disclose to others, any confidential or personal information regarding children or staff they see or hear when working in the classroom.

5 Signing In

When helpers arrive in the school they must sign in at the school office. They will be given a visitor's 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.

6 Disclosure and Barring Service (DBS) Disclosure

For the children's safety, all volunteer helpers within the school are required to have obtained a DBS Disclosure with West Sussex County Council.

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

All volunteers are required to read the WSCC "Safe Working Practice Guidelines" and sign to confirm they will follow the guidance.

7 Monitoring and Review

The day to day monitoring of this policy is the responsibility of the Headteacher.

This policy will be reviewed by the governing body every four years, or earlier if considered necessary and will be displayed on the school website

Linked Policies:

Child Protection policy

Intimate Care policy

Management of Medicines

First Aid policy