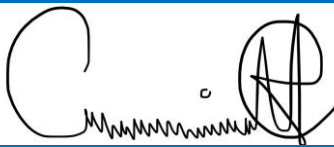


# Comber Grove Primary School



## Volunteer Helpers in School Policy 2022-2023

*(including students on approved work placement activity or work experience based schemes)*

Agreed by:	Full Governing Body Meeting
Signed:	
Date:	Thursday, 20 <sup>th</sup> October 2022
Review Date:	October 2023

*'Small School. Big Heart!'*

## **Vision**

We want our school to be open and welcoming to all who would like to support the children. We 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, as well as adding to their own experiences of working with the children and educational professionals in our school.

We may not always be able to offer such experiences. However, we will endeavour to ensure where these opportunities arise, or help is offered, they are appropriately considered to enhance the exciting learning journey for our children.

Our overriding concern is for the safety and security of the children in our care. At our school we aim to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible. Any form of volunteering or placement in respect of an approved course of study, is at the discretion of the Headteacher.

## **Safeguarding checks**

If you want to help on a regular basis and your volunteering is not because you are undertaking a specific approved course of study, the school will apply for a DBS (Disclosure and Barring Services) check for you. Miss Joanne Fielding, Deputy Headteacher, will help you to do this so there is nothing to worry about. We will require photographic proof of identity, i.e. passport, driver's licence, and two documents providing proof of address, i.e. a utility bill less than 3 months old. We do not want this procedure to put you off volunteering, but this safeguarding measure is in place to contribute to the safety of all our children.

If your volunteering is for the purposes of an approved course of study, your college or educational establishment may have already undertaken this process with you. If they have not, then you may be asked to pay for the school to undertake this check on your behalf.

In all circumstances, please speak to Miss Fielding who will be able to explain the DBS process to you in more detail. If appropriate, you will also be asked to sign a disclaimer form, this is a requirement for individuals who are working regularly with children under the age of 8 years of age. Again, Miss Fielding will be able to advise you in this respect.

### ***Volunteers not requiring an Enhanced Disclosure are those who:***

- accompany staff and children on one-off outings or trips that do not involve overnight stays
- help out at specific events e.g. school fair, school discos, etc. and do not have unsupervised access to children.

All regular volunteers will be required to complete a personal data form which will include details of next of kin in case of accident and/or emergency.

The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interests of the children.

## **Aims of this Volunteer Helpers' Guidance**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school; whether simply volunteering in their spare time, or for those individuals who may wish to gain experience of working within an educational setting for the purposes of completing an approved course of study.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure you and the children get the best out of your help and volunteering.

## **What can I do as a volunteer?**

There are many ways in which you can help us when you are in school. The teacher you are working alongside will give you clear instructions, but please do not hesitate to ask if you are unsure about anything.

You may be asked to share a book with a child – we are not expecting you to teach the child to read. We want them to enjoy their time with you listening to or reading a story together.

Other ways of helping may be working with a small group of children to help them with their learning. You can help them by reminding them what the success criteria for the lesson are (they will be displayed) and helping them to complete their learning without disturbing others. This can be particularly rewarding if you are here on approved course of study. You might be asked to back a display board, gather or make resources for a specific activity or task, or just play a game with some children.

If you have volunteered to go on a school visit, the class teacher, at a meeting just before the trip, will give you instructions and guidance about the visit. You may simply be coming into school to help with a one-off school social event and will be given instructions by staff or other parent volunteers; everyone's contribution is valued.

## **What should I be aware of as a volunteer in school?**

### **Confidentiality**

We expect our volunteers to abide by the same code of confidentiality as teachers. Anything you hear or see in school is confidential and should not be discussed outside school. Indeed, you may be working in a setting with children who have specific difficulties and these will be explained to you if necessary, but of course this information is confidential.

If you hear or see anything you feel unsure or uncomfortable about, it is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please go to the school office and speak to, or leave a message with, any other member of office staff. They will be responsible for raising your concern with the relevant staff.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. If you are asked by another parent about their child, please refer them to the class teacher. We need to be assured that you will exercise total discretion in all respects when you are helping in school.

### **Your role as a volunteer**

We expect all members of the school community to be polite, courteous, self-disciplined and to show respect to every adult and child in school. Pupils watch us and follow our example.

- Always treat the children with care and respect.
- If a child is behaving in a way that you think is inappropriate, then you should seek help from a member of staff straight away. Do not argue with the child.
- Keep yourself safe by always being within sight or hearing of a member of staff.
- Never touch, handle, or speak to a child in a disciplinary way.
- As a volunteer you should not take responsibility for all or some of the class at any time.
- You are not expected to supervise children at break or lunchtimes.
- You should not change children, nor supervise children changing.
- You should not supervise children engaged in PE or other specialist activities.
- You should not take a child or children off the school site without a teacher in charge.

As a volunteer you will not be required to manage behaviour. However, children enjoy verbal praise for good learning and behaviour from all adults and you can send them to the class teacher for a sticker or give them a Class Dojo recognition.

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

### **Signing in**

Safety is at the heart of our care for all children and it is very important that we know exactly who is on the school premises and where they are. We ask every adult who comes into school to report to the school office and sign in. They will then be issued with a visitors' badge and we ask that visitors then sign out when they leave and return the badge.

### **Fire Drills or other emergency evacuation**

When the fire bell rings leave the classroom or work area by the nearest safest exit or staircase. Please follow the lead of school staff. Encourage the children to move quietly and without panic. The Fire Assembly Points are the KS1 and KS2 playgrounds here Fire Marshall Staff will account for you – Emergency procedures are another reason to make sure you sign in every time you are on school premises for your volunteer or work placement.

### **First Aid arrangements**

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please seek help from a member of staff.

If you are injured whilst on the school site, please report this to the school office straight away.

### **Deployment of Parent Helpers**

The school will always carefully consider where parent helpers are deployed within the school. 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 you and/or the class teacher in a difficult situation.

Helpers will be asked to support in classes where there is the most need for individual support balanced against the skills or any particular area of expertise a volunteer helper may have. If on an approved course of study, individuals will be placed within the setting or phase that best matches the needs of the course content and does not detract or adversely impact the teaching and learning of our children. Please ensure you share your course modules with the relevant staff.

Parent helpers, volunteers or individuals on an approved course of study should not consider their help to lead to an offer of employment.

### **Monitoring and Review of Volunteer Help and Guidance**

All volunteer and/or work experience placements will be reviewed at least half termly in order to monitor the impact or progress of the placement and may be reviewed more frequently than this if it is felt that changes may be required. Changes affecting an individual's volunteer help or placement, or a decision to withdraw the opportunity will be at the discretion of the Headteacher.

The day-to-day monitoring of this guidance is the responsibility of the Headteacher and members of the Senior Leadership Team. The Headteacher reports annually to governors on the number of parent volunteers in school summarising their value and impact in supporting children's learning.

## VOLUNTEER HELPERS IN SCHOOL PROTOCOL

If you are joining us as a regular volunteer or are on a work placement, 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 and if you are on an approved course of study, help to determine what is required in order for you to complete modules of your course.
- Share the school behaviour and code of conduct 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 if necessary.
- As far as we are able, 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 or in school on a work experience placement for an approved course of study, I agree to:**

- Use the school behaviour and code of conduct policy and inform the teacher if I see any inappropriate behaviour.
- Share all aspects of the approved course of study and the course elements I am required to complete if that is the purpose of my volunteering in school.
- 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 and data collection forms.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Comber Grove Primary School.

I understand that this volunteer help or placement opportunity may be suspended or withdrawn at any time at the discretion of the Headteacher. Further, I understand that the school is under no obligation to provide or offer employment on the basis of my volunteering at the school for any period of time, neither upon the completion of an approved course of study.

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