

Christ Church Charnock Richard C.E. Primary School

Inspired to learn, grow and flourish within our Christian family



Policy on Adult Volunteer Helpers

Reviewed and updated
October 2018

'Learning and growing within a Christian community'



In accordance with our Mission Statement,
the school team prepares children for their future
by helping them achieve their full potential
in the school setting, as part of the Christian family and as members of the wider
community.

We work successfully to:

- ◆ create an environment that is stimulating, welcoming and purposeful for all members of the school community.
- ◆ promote a Christian ethos
- ◆ enhance children's quality of learning through the delivery of a broad, balanced, relevant and creative curriculum, where each child is challenged to achieve his/her full potential
- ◆ provide a range of educational and social experiences, free from discrimination, appropriate to the age, ability & needs of our pupils
- ◆ encourage children to be tolerant, caring and respectful towards others, their community and the world around them
- ◆ value and celebrate the contribution stakeholders make to further improving standards in all areas of school life.
- ◆ promote, encourage and sustain the physical & emotional health and well-being of all members of the school community

Christ Church Charnock Richard CE Primary School

Policy on Adult Volunteer Helpers

Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for 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, and are provided at the same time with the best possible security.

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;
- teaching assistants;
- caretaker/cleaners;
- welfare supervisors;
- dinner supervisors
- office staff;
- sports instructors.

Adult workers employed by another organisation:

- peripatetic music teachers (LMS)
- trainee teachers from University of Cumbria or Edge Hill
- outreach teachers (Traded Services, Golden Hill etc.);
- LA advisers and Ofsted Inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience;
- church volunteers;
- trainee teachers and teaching assistants

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, or supervise them changing;
- supervise children engaged in PE or other specialist 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.

Child Protection/Safeguarding Children

Signing in

When helpers arrive in the school, they must sign in at the 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.

DBS checks

For the children's safety, all volunteer helpers who work alone with children are required to have clearance through the Disclosure and Barring Service (DBS) before they work in the school.

The headteacher 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.

Volunteers, Parents & Paid Helpers in School – (taken from DfES A6(iii))

All of the above categories of helpers in school will be given the above document to read through and sign when working on a regular basis in school. Please see example at end of this policy.

The Designated Senior Person (DSL) for Child Protection is Mrs Helen Brooks(HT) and the back up DSP is Mrs Natalie Calvert (DHT). If you have concerns about a child or if a child discloses information of a child protection nature you have a responsibility to report it to the DSP immediately.

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, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher, who 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 two years, or earlier if considered necessary and should be read in conjunction with the school's documents: 'Visitors Policy Statement' & 'Information for Visitors and Outside Agencies'.

Reviewed December 2014
Reviewed October 2018