

# Pensby Primary School



## Volunteers and Adult Helpers Policy

(includes Work Experience)

Mrs K Brown- November 2009

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# Policy on Volunteers and Adult 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;
- SEN assistants;
- Premises Manager;
- caretaker;
- cleaners;
- dinner supervisors;
- Admin team;
- instructors.

Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA staff;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Advisor [SIA].

Volunteer helpers:

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

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.

## **Signing in**

When helpers arrive in the school, they must sign in at the reception desk. A printed badge will give all safeguarding and H&S information to the volunteer. They must also sign out.

## **Lanyards**

Visitors given a yellow lanyard have completed all the checks detailed below and are permitted to go about their work in the school and can be unsupervised. Visitors given a red lanyard have not completed all the checks but need to be in school for a short period of time. These visitors **MUST** be supervised one to one at ALL times. In the event a visitor with a red lanyard is seen alone they must be immediately challenged and the Headteacher informed.

## **Checks**

To ensure all adults are thoroughly vetted for suitability, all volunteers need to:

- complete an application form
- Provide a suitable referee and have a suitable reference
- Be interviewed by senior staff
- Have a full DBS check

For the children's safety, all volunteer helpers are required to have police clearance through the Criminal Records Bureau (CRB) before they work in the school. In some cases the visitor may not have a DBS (e.g. high school pupil on work experience). In this case they may be accepted onto the school site but must be supervised by cleared staff at all times.

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.

## **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.

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

**During the COVID pandemic, the actions in the schools RA must be undertaken to keep staff and pupils as safe as possible. This will include limiting volunteers and adult helpers attending school.**