



**VOLUNTEER HELPERS POLICY FOR**  
**ST AUGUSTINE'S CE (VA)**  
**JUNIOR SCHOOL**

Head teacher	Sign and Date	
Chair of Governing Body	Sign and Date	

**Date for review: Spring term 2019 (this policy will be reviewed every 3 years).**

# St. Augustine's C of E (VA) Junior School

## Volunteer Helpers Policy



### 1. Introduction

St. Augustine's Junior School aspires to be open and welcoming to all volunteer helpers who would like to support children in their learning in school. As a school, we aim to encourage parents and other adults to help teachers in school in a variety of ways. However, our overriding concern is the safety and welfare of the children in our care (see the school policy on safeguarding). This policy addresses how we ensure the welfare of our children whilst ensuring the children benefit from additional support from volunteer helpers in school.

At any one time the school has a variety of adults working or being present on the school site; they can be categorised as follows:

Paid staff employed by the school (full or part-time staff)	<ul style="list-style-type: none"><li>• Teachers</li><li>• Teaching Assistants</li><li>• Caretaker</li><li>• Midday Supervisors</li><li>• Office Staff</li></ul>
Adult workers employed through another organisation	<ul style="list-style-type: none"><li>• Trainee teachers</li><li>• LA advisors and inspectors</li><li>• Health Visitors</li><li>• Cleaners</li><li>• Speech therapists</li><li>• Grounds maintenance</li><li>• Contract workers e.g. electricians, plumbers</li></ul>
Volunteers Helpers	<ul style="list-style-type: none"><li>• Parents or other adult helpers working alongside the teacher</li><li>• Students on work experience</li><li>• Governors</li></ul>

This policy sets out the arrangements for volunteer helpers only.

### 2. 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;
- Participating in group work; and
- Assisting with art or other subjects involving practical activities.

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

- Take responsibility for a whole class;
- Supervise children when changing for sports activities;



## **St. Augustine's C of E (VA) Junior School Volunteer Helpers Policy**

- Take children off the school site without a teacher present and in-charge; and
- Be involved in intimate care practices.

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

### **3. Safeguarding Measures**

#### **Volunteer Registration Forms:**

All volunteer helpers are requested to complete a registration form providing personal contact details, details of relevant experience (where applicable) and the details of two referees who are able to comment on the suitability of the volunteer working in school with children. References are only sought when the volunteer wishing to work in school is not known directly by the school.

Students applying for work experience at school are asked to provide proof of studies from the college of origin and as the students normally apply through a programme closely monitored by the school, conditions of the placement are pre-agreed; the safety and well-being of the students and children being of the utmost importance.

#### **DBS Checks**

All volunteer helpers are required to have an enhanced DBS check, regardless of whether their time spent in school is categorised as an 'unregulated' activity, before the volunteer helper is allowed on a regular basis on the school premises. The exemption to this is where volunteer helpers are in school on a 'one-off' basis or helping 'ad hoc' on a school trip.

The Head teacher has the authority to decline the help of volunteer helpers where he or she believes it is not in the best interest of the children.

#### **Signing-in**

As for all visitors in school, the volunteer helpers must sign in at the school office upon arriving at school. The volunteer helpers are provided with a visitor badge which they are required to wear at all times whilst on the school site. Upon leaving the premises, the volunteer helpers are required to sign-out and return the visitor badge.

#### **Volunteer Helper Induction**

The volunteer helpers are provided with an induction by the School Business Manager before starting in their role at school. They are provided with the following information:

1. Volunteer helpers policy;
2. Fire safety procedures in the case of a fire alarm (emergency evacuation procedures detailed on the reverse of the visitor badge);
3. Health and Safety briefing;
4. Instructions on confidentiality in school (each volunteer helper is required to sign a confidentiality agreement);
5. Positive behaviour policy;
6. Whistleblowing policy;
7. Part one: Safeguarding Information for all Staff; and



## St. Augustine's C of E (VA) Junior School Volunteer Helpers Policy

8. Manual Handling Toolbox Update.

### **4. Deployment of classroom volunteer (parent) helpers**

It is school policy that parent volunteer helpers do not support children in their own child's classroom, as this can be distracting and disruptive to their child's learning and may place the class teacher in an uncomfortable or awkward position. Volunteer helpers will be asked to support in classes where there has been identified a need for additional and individual support.

### **5. Conduct in school**

When in school, volunteer helpers will be expected to behave and dress appropriately at all times. Volunteer helpers should be aware of the language that they use at all times when on the school site and swearing of any kind is unacceptable. Volunteer helpers should also avoid using language that could be considered over familiar with children. All volunteer helpers should be aware of the 'Positive Behaviour Policy' adhered to in school. However, any issues with children's behaviour should be reported immediately to a member of the school staff who will deal with the problem directly.

Confidentiality is of paramount importance and any information/conversations seen or overheard must not be repeated outside of the school premises. This includes any comments or postings on social media sites. Each volunteer helper is required to sign a 'Confidentiality Agreement'.

All volunteers are made aware of the importance of safeguarding and the school's whistle blowing policy in the induction. Any concerns regarding a child should be immediately reported to a member of staff. There are 'Nagging Concern' forms held in each classroom where a volunteer helper may log his/her concerns about a child and return the form to the Head teacher, who is the designated safeguarding lead.

### **6. Monitoring and review**

The day-to-day monitoring of the provision of volunteer helpers in school is the responsibility of the Head teacher, who will report as required to Governors on the number of volunteer helpers in the school and their effectiveness in supporting the children's learning.

This policy will be reviewed by the Governing Body every three years or earlier if deemed necessary.

By agreeing to volunteer in school, the volunteer helpers agree to follow the rules and procedures set out in this policy. Failure to adhere to the volunteer helper policy may result in the volunteer being asked to leave the school premises and him/her not being welcome to return to help in school.

Signed:  
Chair of Govs

Date:

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Signed:  
Headteacher

Date:

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