

Ombersley Endowed First School



Policy on Adult Volunteer Helpers

1 Introduction

1.1 At Ombersley First School we value the support and help offered by parents, and recognise that their help can be of great benefit in raising standards of achievement and enabling a wider range of activities to be planned for the children. 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.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- SEN assistants;
- cleaners;
- midday supervisors;
- school administration officer;

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors and those working within Children's Services;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- teachers running clubs.

1.2.3 Volunteer helpers:

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

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

2.1 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;
- helping with making story-sacs;

- organising Friends' activities;
- running the library.

2.2 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.

3 Signing in

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's lanyard, 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.

4 Police checks

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

4.2 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.

5 Deployment of classroom helpers

5.1 It is the policy of this school, except in exceptional circumstances, that parent helpers do not support in their own child's classroom, as this can be distracting for the child. Helpers will be asked to support in classes in which there is the most need for individual support.

6 Confidentiality

6.1 All parents will be asked to respect the confidentiality of the pupils and staff in the school, and not to talk about sensitive issues they may have become aware of during their time in school, or to discuss the progress/behaviour of named children.

7 Monitoring and review

7.1 The day-to-day monitoring of this policy is the responsibility of the headteacher. All volunteer helpers will be given a guidance booklet with useful information and protocols to follow and a safeguarding leaflet containing guidance on safeguarding issues that could arise.

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

Signed: *C. Moore*

Date: October 2017

Policy Review Date: Autumn 2020



Ombersley Endowed First School Information for Volunteer Helpers

The School is very lucky to have a number of volunteers who assist teachers by helping children to read every week or helping out in the classroom.

We have put together some guidelines and a Reading Buddies leaflet on how to help children reading.

As part of our commitment to safeguarding you will be required to complete a DBS check.

Confidentiality

Confidentiality is vital. You must not discuss any information about the children outside of school.

Safeguarding (please see also Volunteer Safeguarding leaflet and your visitor lanyard)

Safeguarding has a very high priority in this school. If you have any safeguarding concerns about a child or a child makes a disclosure to you please see Mrs Moore or Mrs Jordan as soon as possible.

To safeguard you from allegations please do not be alone in a room with a child with the door shut.

Pupil Behaviour

Please inform the class teacher if a pupil does not behave appropriately while you are working with them and the class teacher will then adhere to the school's behaviour policy.

Health & Safety

Please leave your mobile phone switched off and out of sight during your time in class.

Please sign in on arrival and wear a 'Visitor' lanyard. Please sign out as you leave.

This is a no-smoking site.

Please report to the class teacher any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for yourself or others.

Please ensure all external doors are shut. For security reasons we are unable to give you access codes to external doors.

Please use step ladders provided if working above head height.

If you have medication please keep it out of reach of children.

Fire

If the fire alarm bell rings please make your way to the fire assembly point at the front of the playground. Please read the fire information on your lanyard.

Reading

As a Reading Buddy, you should be given an opportunity to meet with the teacher with whom you will be working. They will talk to you about the children you will be working with. You will also be given a copy of the Reading Buddy booklet which helps you to understand the way in which we teach reading in school through phonics.

Housekeeping

Toilets are situated at the rear of the premises.

Facilities for refreshments are situated in the Staffroom. Please see class teacher about coffee/tea rota if you wish to have refreshments while on site.

Please ask the class teacher where to store your belongings while you are in school.

If you require any further information please telephone or call in at the school office.

Thank you for offering to volunteer.

Welcome to Ombersley!