**HAY-ON-WYE PRIMARY SCHOOL**



**POLICY FOR ADULT VOLUNTEER HELPERS:**

**INTRODUCTION:**

We want our school to be open and welcoming to all who would like to help and support the children. We also want to encourage parents and other adults to help and support teachers in a variety of ways.

However, our paramount concern is for the safety of all the children in our care. This policy intends to ensure children benefit as much as possible from this additional help, while providing the best possible security.

**AIMS AND OBJECTIVES:**

1. To ensure the safety of the children.
2. To deploy all volunteer helpers effectively.
3. To provide clear guidance and support for volunteer helpers so that they are able to offer the greatest help and feel valued by the school community
4. To provide an open and welcoming attitude that will encourage volunteer helpers to support all aspects of school life.
5. To ensure confidentiality regarding information relating to children and staff at the school.

**Adults working in school:**

The school has a variety of adults working at the school. These include:

* Paid employees
* Supply teachers
* Learning Support Assistants
* Midday Supervisors
* School Cooks
* School Secretary
* Cleaner in Charge
* Peripatetic Music Teachers
* Student Teachers
* Local Authority Staff
* Health Visitors / Nurses
* After School Club Workers
* Invited Guests
* Parents or other adults helpers working alongside teachers
* Pupils/Students on work experience

**Types of Support:**

* Supporting groups and individual children
* Listening to and helping children to read
* Using particular skills, art, gardening etc.
* Supervision of children on school trips and visits
* Classroom organisation - helping to tidy classrooms/sharpen pencils etc.
* After school clubs

**Volunteer helpers are NOT allowed to:**

* Take responsibility for all or some of the whole class
* Change very young children or supervise children while they are changing
* Supervise children in PE or other specialist activities
* Take children off the school site without a teacher in charge
* Supervise playtimes

For the protection of both children and helpers, it is also advised that adults helpers should never be left alone with a child in an area that cannot be viewed by the classroom teacher or LSA. The responsibility for the health, welfare and education of the children remain with the teacher at all times.

**Guidance:**

Volunteer helpers should be provided with verbal or written guidance giving clear advice on their role and input for activites and events to ensure that they can provide the maximum help and support.

**Signing in:**

When volunteer helpers arrive at the school they must sign in and sign out when leaving. The book is situated in the entrance foyer.

**Police Checks (DBS):**

All volunteer helpers are required to have police clearance through the DBS **before** they commence work in the school. The Headteacher has the authority to refuse the help of volunteers if he/she believes that it will not be in the best interests of the children.

**Deployment of Volunteer Helpers:**

It is the policy of our school that, as far as possible, parent helpers do not provide support in their own child's classroom as this can be distracting for their child, and perhaps, place the teacher in an uncomfortable situation.

**Confidentiality:**

Adult volunteer helpers must be made aware of the importance of confidentiality with regard to information relating to the children with whom they work and others in the class and school. Any records made by volunteer helpers must remain with the class teacher. Child protection and Safeguarding issues for parent and child will be detailed at the initial meeting held by the Headteacher.

**Monitoring and Review:**

The day to day monitoring of this policy is the responsibility of the Headteacher, who will report to the Governors annually regarding the number of volunteer helpers and their value and effectiveness in supporting the children.

This policy will be reviewed as and when necessary.

Policy Reviewed: Summer Term 2019

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair of Governors

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher

Date of next review: Summer Term 2022