



Adult Volunteers Policy

This is to be read in conjunction with the policy on Safeguarding.

1 Introduction

- 1.1 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.

2 Aims and objectives

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

- 2.2.1 Full or part-time paid staff employed by the school:

- teachers;
- learning support assistants;
- caretaker;
- cleaners;
- midday supervisors;
- school secretaries; □ inclusion manager;
- counsellor.

- 2.2.2 Adult workers employed by another organisation may include:

- peripatetic music teachers;
- trainee teachers;
- advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer)
- other professionals (Education Psychologist/ Speech therapist)

- 2.2.3 Volunteers:

- parents or other adult volunteers working alongside teachers; □ students on work experience;

- governors.

This policy sets out the arrangements for volunteers only.

(Also see Governor Visits to Classrooms Policy)

3 Volunteers

3.1 Volunteers support the school in a number of ways, including:

- supporting individual pupils;
- hearing children read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work.

3.2 Volunteers 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.

4 Signing in

4.1 When volunteers arrive in the school, they must sign in at the reception desk. 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.

5 Police checks

5.1 For the children's safety, all volunteers are required to have police clearance through the DRB before they work in the school.

5.2 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.

6 Deployment of classroom volunteers

6.1 It is the policy of this school that parent volunteers 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. Volunteers will be asked to support in classes in which there is the most need for individual support.

7 Monitoring and review

7.1 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 volunteers in the school, and summarising their value to the children.

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

Summer 2018

