



## 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.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows (this list is not exhaustive):

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

- teachers;
- teaching assistants;
- SEN assistants;
- Site managers;
- cleaners;
- dinner supervisors;
- school secretaries;

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LEA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

1.2.3 Volunteer helpers could be:

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

This policy sets out the arrangements for volunteer helpers only.

1.2.4 All regular volunteers in Isaac Newton School are required to complete a DBS form prior to spending time in school. Once the DBS disclosure has been returned it is checked at the school office. If there is not a disclosure then the volunteer is added to the schools central record and can begin to work with children. Should there be a disclosure then the Headteacher will contact the potential volunteer to seek permission to go to the governors. The governors will then make a decision about the volunteer's suitability.

## 2 Volunteer helpers

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils – this must take place **in a public area** of the school building **or** with a **school employee in attendance**;
- 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.
- completing simple paper work tasks that are necessary in the daily running of the school

- leading group work (this would be in agreement with the Headteacher and may include activities such as a retired teacher working with a focus group)

**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 main entrance. 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. Should the volunteer have a regular teaching commitment with a group (at least 2x weekly) then they may be added to the signing in board at the headteacher's discretion.

### **4 Induction**

- 4.1** All volunteers within school will be subject to an induction prior to their commencement date. The induction will cover:

- Reasons to volunteer
- The need to be DBS checked
- Signing in procedures
- A child protection/safeguarding overview
- Confidentiality
- Use of the staffroom
- The teacher having the ultimate say in any matters
- Behaviour of pupils
- Health and safety (fire, hazards, chemicals, first aid and own health)
- Availability.

- 4.2** Volunteers will not be allowed to begin helping at school until this induction is completed.

### **5 Reporting any incidents**

- 5.1** Should a volunteer helper witness any incident which causes concern it should be reported immediately to their line manager or the Headteacher who will then act in accordance with the school's relevant policies

- 5.2** The same action should be taken should the volunteer feel that they have been or will be placed in a position which contradicts the allowed activities in this policy.