



## Policy on Adult Volunteer Helpers and Work Placement Students

This policy represents the agreed principles for Adult Volunteer Helpers and Student Placements throughout the school. This policy has been agreed by governors within the school and all teachers representing the Early Years, Key Stage 1 and Key stage 2.

### School aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment;
- Continually encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty and respect;
- Ensure opportunities for all.

### 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 and students 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:

- Headteacher;
- Deputy Headteachers;
- Class teachers;
- Teaching assistants;
- SEN assistants;
- Office Staff;
- Cleaners;
- Site Supervisor;
- Midday Supervisory Assistants;

1.2.2 Adult workers employed by another organisation:

- Catering staff;
- Peripatetic music teachers;
- Club play workers;
- Trainee teachers;
- LA advisers and inspectors;
- Health visitors;
- Grounds maintenance staff;

- Contract workers (e.g. an electrician or heating engineer);
- Ofsted Inspectors.

### 1.2.3 Volunteer helpers

(this includes regular volunteer helpers and occasional volunteer helpers):

- parents or other adult helpers working alongside teachers;
- members of the school Parent and Teacher Association (PTA).

### 1.2.4 Work Placement Students

The school supports community initiatives and provides places for students from local universities and colleges to help in classroom based learning:

- students on work experience.

## 2 Volunteer helpers and Work Placement Students

2.1 Volunteer helpers and work placement students 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.

2.2 Volunteer helpers and work placement students are not allowed to do the following activities:

- take responsibility for all or some of the whole class (NB. students on University Teaching Degree placements will be allowed to take responsibility for the whole class, in line with their placement expectations);
- 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 school office and in doing so agree to abide by the School's Safeguarding Notice and ICT Code of Conduct. 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.

## 4 Police checks

4.1 For the children's safety, all **regular** adult volunteer helpers are required to have an enhanced police clearance through the Disclosure and Barring Service (DBS) before they work in the school. Enhanced checks should come back clear. DBS checks reveal

all prosecutions. DBS checks which are not clear will be subject to a rigorous risk assessment and may result in a volunteer being unable to work in the school. All details about **regular** volunteer helpers will be kept on the Single Record.

- 4.2 Regular volunteers are also required to complete a 'Disqualification by Association' form before they work in school. This should be clear.
- 4.3 Volunteer helpers who are helping the school on an **occasional** basis (e.g. for a specific school trip, to set up a PTA event etc...) are not required to have an enhanced police DBS clearance. These Volunteer helpers will be supervised by the member of staff at all times and will not be left alone with any children.
- 4.4 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.
- 4.5 Work placement students under the age of 18 are not required to be DBS checked and will be supervised at all times

## **5 Monitoring and review**

- 5.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher.
- 5.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.