

Adult Volunteer Helpers Policy

1 Introduction

1.1 We want St Anne's 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 Full- or part-time staff employed by the school governing body:

- teachers;
- teaching assistants
- Bursar
- SEN / support assistants;
- Caretaker;
- Mid day assistants;
- Welfare assistants
- PPA cover
- Sport coaches

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- SEN teacher
- Teaching Staff from other Schools
- Technical support (ICT)
- Cleaner
- Speech and language therapist
- trainee teachers / trainee teaching assistants
- LEA advisers and inspectors
- health visitors
- grounds maintenance staff
- contract workers (for example an electrician, heating engineer, builder).

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers or support staff;
- 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;
- reading with pupils;
- helping with classroom organization and management;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities
- supporting at lunchtimes / break times
- helping with ICT.

2.2 Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or part of the class;
- change very young children, or supervise them changing without the class teacher;
- 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 volunteers arrive in school they must sign in. 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 volunteer helpers are required to have police clearance (CRB check) before they work in the school.

4.2 The Head teacher has the authority not to accept the help of volunteers.

5 Deployment of classroom helpers

5.1 It is policy that parent helpers 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 where there is the most need for individual or group support.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Head teacher. The Head teacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and report on their value to the children.

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

Agreed by Governors:

Signed:

Date:

Review date: