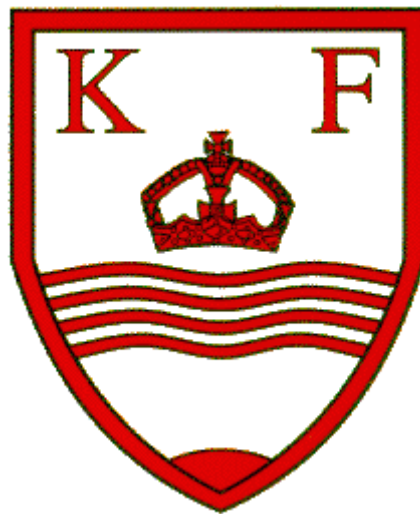


Kingsfleet Primary School



Policy for Volunteer Helpers in School

Reviewed: February 2017

POLICY FOR VOLUNTEER HELPERS IN SCHOOL

Aims

- To build positive relationships with all the adults who help in school
- To value and utilise the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance

At Kingsfleet School we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

Each year we invite volunteers to come and help, specifying the areas in which they would be willing to help and times they would be available.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Activities may include:

- Hearing children read
- Helping a small group of children cook
- Maintaining the library
- Gardening
- Playing Maths and English games with a small group
- Helping make resources

Help in carrying out these tasks will be given on an individual basis by the staff involved.

If, during the year, other people ask to help in school, they are always welcome. Similarly, if a need arises for extra volunteer helpers or helpers with a specific expertise, a further letter will be sent home.

All volunteer helpers are encouraged to be familiar with school routines and practices.

Parents often ask about helping in their own child's class, however it can be difficult for the child themselves to cope with this especially when they are younger. Parents are asked to use their discretions as to whether their presence in their child's classroom will have a negative impact.

The staff workroom is available where volunteer helpers are able to spend break times. Facilities are available to make a cup of tea or coffee. These refreshments are provided by the school. Teachers are responsible for making sure any new volunteer helper is introduced to other adults in school and shown where to go.

Confidentiality

Volunteers in school are bound by a code of confidentiality.

Educational matters, including those involving individual/groups of children, should not be discussed outside the classroom. It is important that all adults in school respect confidentiality and if any volunteer helper has concerns they should be shared with the teacher or Headteacher in the first instance.

If a child makes a disclosure the class teacher or headteacher must be informed as soon as possible. A child should not be questioned about personal issues. Should a child begin to talk about personal issues, they should not be asked questions which extend the discussion or that relate to the information the child has talked about. Again should this situation arise, the class teacher should be informed.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers will be given clear guidance from the teacher as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/ guidance from the teacher in the event of any query regarding the children's understanding of a task or behaviour.

Clearance

All volunteer helpers who have regular contact with children will need to complete a DBS form. The Disclosure and Barring Service (**DBS**) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Any volunteer who is awaiting a DBS clearance will not work with children unsupervised.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to Volunteers working in school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/ accompanying children on visits)

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/ Headteacher.

All volunteer helpers need to be aware that there should be **no** physical contact with any child and ensure that they do not find themselves alone in a room with a child. They should not accompany children to the toilet or remove or replace items of jewellery.

First Aid should not be applied. A member of staff should be informed as soon as possible and if necessary the First-Aider will be called.

Photographs can only be taken if permission has been granted by the Class teacher or the Headteacher. This includes the use of cameras incorporated into mobile phones.

Safeguarding Children

We are committed to the protection and safety of the children at Kingsfleet. All volunteer helpers are required to be familiar with Safeguarding Policy.

If you are unsure or require clarification of any items in this document please do not hesitate to talk to the class teacher or Headteacher.

Designated Safeguarding Lead: Kyrsty Beattie, Headteacher
Alternate Lead: Rebecca McCarthy, Deputy Head

Documentation

All Volunteers are required to complete the following documentation;

- The Suffolk County Council Safeguarding Induction Handbook for school and education based staff and volunteers.

Off-Site Visits

Volunteers who support school trips must read and sign the Off-site visit agreement.

We hope you enjoy your time at Kingsfleet.

Please note that all volunteers are welcome to make a hot/cold drink in the staffroom. Due to confidentiality and safeguarding, volunteers are not able to remain in the staffroom during break times. They are of course welcome to use the Meeting Area.

Off-site Visits - Volunteer Agreement

School trips are an integral part of learning at Kingsfleet Primary school. We are pleased that you have volunteered to help: you will have an important role to play in the success and safety of this school trip.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We are all ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and /or behaviour.
- Follow guidance from school staff

What is not permitted;

- Bringing additional siblings on the school trip
- Smoking, drinking alcohol or engaging in any illegal practices
- Taking photographs of children using your own camera.
- Using personal mobile phones/devices during the trip unless in an emergency and as directed by the class teacher.
- Give/ buy your group treats

First Aid

All members of staff have undertaken first aid training. You will be informed if any child in your group has medication/medical needs. If medication needs to be administered this will be done by the trip leader or a member of staff.

Emergencies

In the event of emergencies you are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, telephone one of the member of staff on your context list or telephone the school

Off-site Visits Volunteer Agreement

I have read the Volunteer Policy including the guidance for off-site visits.

I agree to follow the Volunteers policy and off-site guidance for volunteers.

Name: _____ Signed: _____ Date: _____.