

ST. HELEN'S C. OF E. (VA) PRIMARY SCHOOL

Policy and Guidelines for Volunteers in our school

Policy Statement

The school has established a policy in support of parents (and other adults) wishing to work as volunteers in school.

There are two main ways of helping:-

- a) Occasional support e.g. at sports events or school trips. These are individual events and generally parents/volunteers only commit themselves to one or two occasions.
- b) Regular support. This is when parents or helpers offer regular weekly support to the school for a period of time.

Please note; adult volunteers who assist on a regular basis will be subject to an enhanced criminal record check through the Disclosure and Barring Service (DBS).

Principles

We encourage and recognise parents as educators; we always welcome parents into school. We sometimes offer work experience for young adults in training as well as young people wishing to have a work experience of school life.

Please see the information below which is given to all volunteers.

WELCOME TO OUR SCHOOL

Thank you for your interest in volunteering in St. Helen's Church of England Primary School.

Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us.

We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- The class teacher you work with
- The school office
- The Headteacher

What procedures do I need to follow to help at school?

Any adult volunteer wanting to help at the school will need to come to the office and express their interest. The Headteacher will allocate you to a class. If you are working within the classroom and are working with children in the presence of a teacher, on a 'one off visit' you will not need to have a criminal record check through the Disclosure and Barring Service (DBS). If you help on a regular basis (planned weekly visits) or are on your own with children in the school, we will require proof of identity and an enhanced DBS check. You will also need to complete the additional Safeguarding Form. We do not want this procedure to put off volunteers, but this safeguarding measure is in place to contribute to the safety of all our children. Parents please note that it may not be possible to help in your child's class.

Safety is at the heart of our care for all the children and it is important that we know exactly who is on the school premises and where they are. We do so via the school office and ask every adult who comes into school to report to the office. Each visitor must see a member of the Admin team and sign in. They will then be issued with a visitor's lanyard. We ask that visitors wear their lanyard at all times and volunteers are asked not to detract from the day to day management and organisation of a class or school event.

Where will I be working?

Usually parents/carers help one class. You may be asked to help in another class where additional support for an activity would be useful. Volunteers often utilise their skills and help in a curriculum area such as ART or ICT. Please let us know if you have an interest or skill in a certain area.

How much time must I give?

Another short answer – it's up to you!

We appreciate all the time you choose to offer. Some volunteers prefer to have a regular time each week for a term, some prefer to arrange to help when they can spare some time e.g. for school trips, walking children to and from church, on special school activities or visits etc. All we ask is that you let us know if you have made an arrangement with the school but find that you can't come. Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help. Let us know if you cannot come – just give a call or send a message so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

Where can I go in the school?

As a volunteer you will be expected to work with the teacher/s that you have been allocated to work with.

You will be sharing the classroom with the teacher/support staff concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

At break time, helpers will be offered a tea/coffee which can be taken in the classroom, while the children are having their break outside. You are also welcome to use the seating in the library area. The staff room is not normally accessible to volunteers/parent helpers.

You can use the toilets that the staff use located in the admin corridor. We request that adults do not use the children's toilets.

What do I do if I have seen challenging behaviour or something that concerns me?

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please come to the school office and speak to a member of the admin team who will pass on the details to the relevant staff.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign a confidentiality slip and hand into the school office.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility.
- Never tell off a child. The school has a behaviour policy and school rules which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem – tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or

another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.

- Never shout at a child.
- Never threaten or manhandle a child.
- Never be left in sole charge of a child.
- Read the school's Behaviour policy.

What rules are the children expected to follow?

At St. Helen's Church of England Primary School we have high expectations for achievement and behaviour. The school vision highlights our ethos and values (can be found on website). The children have also worked with the teachers to develop class rules and uphold a set of clearly defined school rules which can be found in our Behaviour Management Policy.

The school has a positive behaviour system used by all members of staff, as outlined in our Behaviour Policy. This is age appropriate for both Key Stages 1 and 2 and helps to celebrate good behaviour and reinforce our school rules. As a helper, you will not be required to manage behaviour, but the children enjoy verbal praise for good behaviour from all adults.

What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers do not administer first aid of any kind. If a child requires first aid, please see a Teaching Assistant or member of the admin team. If you are injured whilst on the school site, please report this to the school office. In the event of an emergency, each class has a card with a number on that can be sent to the school office. If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

What work should I NOT undertake?

Health and Safety Regulations will prevent you undertaking some activities. Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child. You should be clear about your responsibilities and your role at the school. If in doubt, check with the Headteacher.

What about confidentiality?

We expect our volunteers to abide by the same code of confidentiality as our teachers. Our parent helper/volunteer leaflet (see Appendix) contains a Volunteer Agreement and we ask anyone helping in school to sign this and hand it into the school office.

Any volunteer who behaves inappropriately or who fails to maintain confidentiality will be asked not to help in school.

What if I'm not happy?

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us!

Please do not just leave.

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

AND FINALLY.....

We would like to thank you for offering to be a volunteer helper at our school. We regard you as a friend and member of our team. We have a professional duty to you – just as we have to all members of staff – to make your time with us happy and fulfilling.

Together we make a great team!

Appendix 1 Parent driver permission letter

Appendix 2 Parent or Volunteer driver agreement

Appendix 3 Parent driver travel arrangements

Appendix 4 Volunteer Agreement

Appendix 5 Disqualification by Association Form (current version to be given to volunteer)

Signed _____ Date _____
Chair of Teaching and Learning Committee

Chair of Date approved:	28.02.2017
Approving committee:	Teaching and Learning
Date revised:	
Version:	3.0
Date for Review	March 2019

Version History

Version	Date Issued	Brief Summary of Change	Owner's Name
0.1	06.09.2012	Initial document for discussion	Rose Colpus-Fricker
1.0	23/10/2012	Approved version	Rose Colpus-Fricker
2.0	24.03.2015	Updated Version	Zoe Batten
3.0	28.02.2017	Policy Updated	Rose Colpus-Fricker

Appendix 1

Dear Parents & Carers,

Your child is attending Surf lessons, week beginning

The children's transport for this event will be by car, driven by xxxxxxxxxx

The drivers will have signed a form to say that their car is roadworthy, has a valid MOT and that they are suitably insured. The driver will also be DBS checked (new version of CRB).

Please sign and return the slip below to say that you are happy with this arrangement.

Yours sincerely

Mrs Z. Batten
Headteacher

.....

I give permission for my child to travel to

In a car driven by on.....

Signed Name.....

Date.....

Appendix 2

Use of Parents' or Volunteers' cars to assist with transporting children on school activities.

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven.
- Be fit to drive.
- Have no medical condition which affects their ability to drive.
- Have a valid MOT for any vehicle older than 3 years old.
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors, etc.
- Ensure that any vehicle used has current road tax.

Insurance:

- Maintain valid insurance, as a minimum, for third party liability.
- Check with their insurers company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

Safety:

- Be familiar with, and drive in accordance with the Highway Code at all times.
- Before driving, the driver must not consume alcohol or drugs which may impair driving.
- Ensure that all passengers wear seat belts, as appropriate, at all times.
- Drive safely without hurrying unduly.
- Use child proof locks on rear doors where necessary.

Child Protection:

- The school require parents or volunteers who have regular or unsupervised access to young people to be checked through arrangements with the Disclosure and Barring Service.

To be completed by Parent / Volunteer:

I have read and understood the above requirements and agree to comply with them. I agree to inform school if circumstances change and I can no longer comply with these arrangements.

Signature..... Date.....

Name (please print).....

Appendix 3

JOURNEY TO FROM.....

DATE.....

Car driver with signed form	Children in car
Car driver with signed form	Children in car
Car driver with signed form	Children in car
Car driver with signed form	Children in car
Car driver with signed form	Children in car
Car driver with signed form	Children in car

Adult in charge

Contact number.....

Appendix 4 Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at St. Helen's Church of England Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the policy and guidelines for working in St. Helen's Church of England Primary School.
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being in the school as confidential

DBS Check

If you already have DBS clearance through Devon County Council, please present it to the school office and statutory details will be taken for school records.

Signed.....

Name.....

Date.....