



Barningham CEVC Primary School Adult Volunteers Policy

Introduction

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. There is a Safeguarding Policy and we ask all adults working in the school to complete the required legal documentation and checks.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

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

- Head Teacher
- teachers
- teaching assistants (TAs)
- mid-day supervisors (MDSAs)
- school administrative staff.

Adult workers employed by another organisation:

- LA advisers and inspectors
- health visitors
- catering
- cleaning
- specialist teaching support staff (Behaviour Support Service, EAL, Looked After)
- grounds maintenance staff
- sports providers
- contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- parents or other adult helpers working alongside teachers
- students on work experience
- Friends PTA
- governors.

Volunteer helpers

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

- supporting individual pupils
- hearing pupils read
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities.

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 alone, unless supervising the older children at the swimming pool as part of the organized PE programme;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge, unless the group is working on the field as part of the curriculum activity programme.

The responsibility for the health and welfare of the child remains with the class teacher at all times. All volunteers must have a current DBS, be aware of the school safeguarding, Prevent (radicalization) and behaviour policies and procedures and have read the relevant risk assessments.

Signing in

When helpers arrive in the school they must sign in at the reception office desk. 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.

Police checks

For the children's safety, all volunteer helpers are required to have a DBS if they help in school once a week or more, or on 4 or more days in any one month. A DBS is required for all people working on the school site, including maintenance staff. The school office administrator is responsible for collecting data and maintaining a full register of people who come into the school premises. Volunteers will be trained how to deal with issues concerning safeguarding, Prevent (radicalisation), whistleblowing and bullying by the Head Teacher.

The Head Teacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

Deployment of classroom helpers

Parent helpers may support teachers in any class including their child's own class but must remember that support must be given to all children equally as the teacher requires it.

Monitoring and review

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 summarising their value to the children.

The governing body will review the policy every two years, or earlier if considered necessary by the Personnel and Communications Committee.

Signed: Frances J Parr

Revised May 2020

To be revised May 2022 at the Personnel and Communications Committee

To learn, aspire, believe and hope through our Christian faith.

Barningham CEVC Primary School is committed to safeguarding and promoting the welfare of all children.

The **Designated Senior Leader** is Mrs Parr; the **Alternate Designated Person** are Mrs Smithson and Mrs Pipe

The Designated Senior Leader for IT is Mrs Smithson.

and the **Governor with Responsibility for Safeguarding** is Rev Bladen

The **Online Safety Lead** is Mrs Smithson and the **Governor with Responsibility for Online Safety** is Rev Bladen.

The **Prevent (Radicalisation) Lead** is Mrs Parr and the **Governor with Responsibility for Prevent** is Rev Bladen