

ST LAWRENCE CE PRIMARY SCHOOL, LECHLADE

Adult Volunteer Helpers Policy

1. 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.

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

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

- (a) teachers;
- (b) teaching assistants;
- (c) caretakers;
- (d) cleaners;
- (e) midday supervisors;
- (f) school administrators;
- (g) one to one tutors.

Adult workers employed by another organisation:-

- (a) peripatetic music teachers;
- (b) trainee teachers;
- (c) LA advisers and inspectors;
- (d) external health workers: physios, OTs, physical disabilities advisor;
- (e) grounds maintenance staff;
- (f) contract workers (eg an electrician or heating engineer);
- (g) School Professional Partner.

Volunteer helpers:-

- (a) parents or other adult helpers working alongside teacher;
- (b) students or other people on work experience.

This policy sets out the arrangements for volunteer helpers only.

2. Volunteer helpers

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

- (a) supporting individual pupils;
- (b) hearing pupils read;
- (c) helping with classroom organisation;
- (d) helping with the supervision of children on school trips;
- (e) helping with group work;
- (f) helping with art or subjects involving other practical activities.

3. Volunteer helpers are not allowed to do the following activities:-
 - (a) take responsibility for all or some of the whole class;
 - (b) change very young children, or supervise them changing;
 - (c) supervise children engaged in PE or other specialist activities;
 - (d) take children off the school site without a teacher (or other employed person) taking charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

4. **Signing in**

When helpers arrive in the school, they must sign in at the reception desk. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving to prevent unnecessary searches during a fire emergency.

5. **DBS checks**

For the children's safety, all volunteer helpers working in the school are required to have police clearance through the Disclosure & Barring Service (DBS) before they work in the school. In exceptional circumstances whilst awaiting the results of a check, the volunteer may help but not have access to children without the supervision of a checked person.

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

All new helpers are required to sign to state they understand the rules explained to them at their induction concerning health and safety within the school and the safeguarding of children.

6. **Deployment of classroom helpers**

Helpers will be asked to support in classes in which there is the most need for individual support.

7. **Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the Head Teacher.

8. **Church School Distinctiveness**

St Lawrence Primary School is a Church of England School proud of its strong distinctive Christian tradition. Therefore we endeavour to embed the Christian distinctiveness and biblical teachings into our policies, day to day values and everyday practice.

9. **Review**

This policy will be reviewed every two years, or earlier if considered necessary.

Approved by the governing body Resources committee in Jan 2023

Review date: Jan 2025