



Deanery C.E. Primary School
Academy Status

Policy for Voluntary Helpers in School

October 2015

Policy for voluntary 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.

Volunteers

At the Deanery CE Primary School we welcome a variety of adults into school as voluntary 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. All offers of help, whether to walk to St John's Church, support topics or visits or make copies or help generally in the classroom, is very much appreciated.

Recruitment

In general, whenever needed, helpers are recruited at the beginning of each school year by means of a general invitation from the Head Teacher or through personal contact by the teachers. Some helpers may be new to school, others recruited from previous years. Class helpers in one year may stay with the existing class teacher. If parents are helping on a regular basis it is preferable for them not to work in the same class as their child.

If, during the year, other people ask to help in school they are always welcome. Similarly, if a need arises extra or specific help may be requested.

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 upon their need or preference and skills.

Volunteers will be given very clear guidelines by the staff for the activity with which they are required to help. It is for this reason that we ask if parents could arrive at least 5 minutes before each session begins in order for the teacher to give clear directions on the activity.

Confidentiality and Discretion

We ask that all help is viewed in a professional manner. We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns.

Please do not be tempted to relay anything you have seen or hear in a classroom to other parents, we need to be assured that you will exercise total discretion in all respects (children's attainments, attitudes and behaviour) when you are helping in school. If you have any concerns at any time about the way a child has been treated, or any aspect of classroom or school practice, please raise the issue with a senior manager. If any other parent approaches you, about any matter in the classrooms, please do not discuss this in any way, but please refer their questions to the school.

Safeguarding

DBS Clearance

All helpers who have regular contact with children will be asked to complete a Disclosure and Barring Service (DBS) Clearance Form in order for them to be 'police checked'. They may start work in the school once the clearance has been received and approved by the Business Manager.

Upon arrival at school, sign the 'Visitors – fire register' book located in the main office. A lanyard should be worn at all times whilst on the school premises. This contains specific information relating to child protection and other procedures.

Child Protection - Safety of our children

We care for our children and their safety is paramount to us. On occasions, children do make comments that may cause you a concern. In such situations, an adult cannot promise to keep a secret. No further questions can be asked and the adult must immediately raise their concern.

If anyone says/sees anything that causes concern please report it IMMEDIATELY to a teacher who will advise you of school policy.

Please ensure any possible 'Child Protection' (CP) issues are reported on the CP Form and the Designated Child Protection Officer informed.

Mobile phones

Mobile phones are not permitted for use during the school day.

The designated Child Protection Officer is Head Teacher – Mrs Jayne Luckett and Deputy Head Teachers - Mrs Kirsty Cullen and Miss Anita Morris.

Break Times

It is requested that helpers do not enter the staffroom during break, in order for staff discussions of a confidential nature to continue. Drinks will be arranged by the classteacher.

Interaction with children

You should never be left in the classroom with the children on your own.

Children will sometimes 'push the boundaries' when with a new adult. If a little reminder does not elicit an immediate improvement, please refer the matter to the teacher.

We have very careful guidelines on physical contact with children:

Please remember not to initiate contact with children – let them take the lead, but discourage over familiarity.

If a child asks to go to the toilet, refer them to the class teacher rather than take them yourself.

If you are helping dress/undress for PE etc., encourage the child to do as much as possible for themselves.

No adult in school is permitted to remove/insert earrings.

Whilst you are in the classroom you will sometimes see children being disciplined. However sorry you feel for them, please do not give them any comfort or support. You will not always be aware of what has happened previously or the warnings that have been given.

Any matter that is of concern should be discussed with the Head Teacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.

Dress Code

Whilst working in school adults are seen as role models for our pupils. Appropriate dress is important.

Policy reviewed by Jayne Luckett

October 2015

Presented to the Governing Body

November 2015

Deanery CE Primary School

Helper's Agreement of Conduct

Working with other people's children is a privilege with responsibilities. Teachers and helpers will work together as a partnership for the benefit of the children in our school.

Whilst helping in school, volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr. Miss or Mrs rather than by first names.

Helpers are expected to:

- demonstrate their support for education and give their full attention to the task in hand;
- treat what they see and hear in school as confidential;
- do not discuss anything outside school even with a child's parents.
- arrive on time and be ready to start the agreed task;
- leave all matters of discipline to the teacher with responsibility;
- accept direction and supervision by trained professionals;
- clearly communicate interests and expectations;
- present a positive role model;
- adhere to the school policy as appropriate;
- dress in a manner that is appropriate for professional working;
- refrain from inappropriate language or topics of conversation;
- switch off mobile phones.

School helpers have the right to:

- be recognised for their valuable contributions to the educational experience of our children;
- be assigned worthwhile tasks;
- access any school policies and procedures that are relevant;
- have any training or supervision necessary;
- deal with any complaint through the school's complaint procedure.

I have read the 'Policy for Voluntary Helpers in School' and the 'Helper's Agreement of Conduct' above and will adhere to these.

Signed: _____

Date: _____

Print Name: _____