

# **Bullion Lane Primary School**

## **Policy on Adult Volunteer Helpers**

### **1 Introduction**

1.1 We want our school to be open and welcoming to all who would like to support our learners. 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 learners in our care. This document sets out our school's policy, which is to ensure that the learners benefit from as much help and support as possible, and are provided at the same time with the best possible security.

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

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

- teachers;
- teaching assistants;
- SEN assistants;
- caretaker;
- cleaners;
- dinner supervisors;
- administration staff

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer).

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- learners on work experience.

This policy sets out the arrangements for volunteer helpers only.

### **2 Volunteer helpers**

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

- supporting individual pupils;
- hearing learners read;
- helping with classroom organisation;
- helping with the supervision of learners on school trips;
- helping with group work;

- helping with art or subjects involving other practical activities.

2.2 Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- supervise learners engaged in PE or other specialist activities;
- take learners off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times. If a volunteer is under 16 years of age they will remain under the school's supervision during agreed working hours.

### **3 Signing in**

3.1 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, and return their badge before they leave.

### **4 Police checks**

4.1 For the learner's safety, all volunteer helpers are required to have police clearance through the Criminal Records Bureau (CRB) before they work in the school.

4.2 The Head teacher has the authority not to accept the help of volunteers if he believes it will not be in the best interests of the learners.

### **5 Deployment of classroom helpers**

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

### **6 Monitoring and review**

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

6.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.