



Jotmans Hall Primary School

Adult Volunteers Policy

Approved by Pay & Personnel Committee on 1.11.16

Accepted/Ratified by the Full Governing Body
29.11.16

Jotmans Hall 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 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.

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;
- Site Manager;
- Cleaners;
- Dinner Supervisors;
- School Secretaries;
- Instructors.

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);
- School Improvement Partner [SIP].

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students 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 pupils read;

- helping with classroom organisation;
- helping with the supervision of children 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 children engaged in PE or other specialist activities;
- take children off the school site without a paid member of staff in charge.

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

3 Signing in

3.1 When helpers arrive in the school, they must sign in at the reception 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.

4 Police checks

- 4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure & Barring Service (DBS) before they work in the school.
- 4.2 The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

5 Monitoring and review

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

Signed:

Date:

Volunteer Code of Conduct 2016/17

All volunteers are required to adhere to the following code of conduct at all times, when carrying out duties at Jotmans Hall Primary School:-

- To be aware of Child Protection issues, to bear in mind the Child Protection Policy (detailed within the Safeguarding Policy - copy available from the Office) and refer any concerns directly to the Designated Safeguarding Lead (Mrs P Lovett, Assistant Headteacher) or the Deputy Designated Safeguarding Lead (Mrs N Kadwill, Headteacher).
- To treat the children in accordance with the School Positive Behaviour Policy (All Class Teachers have a copy and a copy is available from the Office)
- To understand that any information seen or heard regarding individual children is **totally confidential**, and should not be discussed with anybody apart from the class teacher.
- To understand that any information seen or heard regarding any employee of the School is **totally confidential**, and should not be discussed with anybody apart from the Headteacher, or in her absence, one of the Assistant Headteachers.
- Volunteers should wear suitable clothing for the activity they are undertaking. The clothing should be modest and appropriate to be worn in School e.g. no low-cut tops/very short skirts/bare midriffs.
- Volunteers are welcomed into the classroom to assist all children, but must adhere to the appropriate procedures and times when wishing to discuss issues surrounding their own children.
- If a volunteer wishes to speak to a member of staff regarding an issue with their own child/children they should always make an appointment through the office in the normal way.
- Volunteers are welcome to use the staff room and to have tea/coffee but they should avoid the staff tea break (10:40 - 11.00 a.m.) and lunch periods (12:15 - 1:00) because the staff room gets very busy during these times and staff may need to discuss confidential matters.

I understand the code of conduct outlined above, and agree to abide by it at all times:-

Signed

Name

Date.....