

# **BROCKWELL JUNIOR SCHOOL**

## **Procedures for Volunteer Helpers & Frequent Visitors in School**

**Date of issue:**

**July 2019**

**Review date:**

**January 2020**

**Next review:**

**January 2023**

## **Vision**

In partnership with parents, the whole school will deliver excellence at all levels with a clear mission to be Safe, Smile & Succeed.

## **Introduction**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

## **Aims of Volunteer Helpers/Visitors**

- To provide parents/staff, volunteers and visitors with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

## **Volunteer helpers are:**

- Parents or other adults working alongside the teachers
- Students on work experience

## **Volunteer helpers support the school in a number of ways:**

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)

## **Volunteer helpers are not allowed to do the following activities**

- Take responsibility for all or some of the class
- Supervise children engaged in PE or other specialist activities including changing
- Take the children off the school site without a teacher in charge

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

## **Signing in**

When any helper or visitor arrives in the school they must sign in at the school office and collect a visitor badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers and visitors must also sign out and state the time when they are leaving the school premises.

## **Management of Volunteers & Frequent Visitors**

The school will ensure that volunteers are given suitable induction training at the beginning of their placement

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

## **Safeguarding Checks**

It is Derbyshire County Council's policy that all staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty-day period) with children or vulnerable adults
- in roles which involve caring for, training, supervising or being in sole charge of pupils

will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority not to accept the help of volunteers.

## **Volunteers not requiring an Enhanced Disclosure**

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.

Those who help out at specific events e.g. school fete, parents/carers in school days etc who do not have unsupervised access to children.

It is the policy of Brockwell Junior School to request a reference and DBS check if the volunteer is a regular visitor (more than a one off visitor).

## **Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Headteacher and not divulged to others except on a need-to-know basis.

Data including personal data of children is not to be taken from the school and volunteers must know the IT Acceptable Use Policy.

## **Policies**

The school 's policies, including the Health and Safety Policy and Equal Rights Policy, will be explained to volunteers at the outset.

Volunteers/Frequent visitors must read, sign, complete and provide the following:

- Child Protection Policy
- Health & Safety Policy
- ICT Acceptable Use Policy
- Volunteers & Frequent Visitor Procedures
- Personal Detail Form
- DBS check (if required)
- Reference (if required)
- GDPR Policy

## **Deployment of Parent Helpers**

It is the policy of the school that parents may be asked to support in classes other than in their own child's classroom. Helpers may be asked to support in classes where there is the most need for individual support.

## **Insurance**

All volunteers should be made aware of the cover provided.

## **The Volunteer**

The Volunteer agrees to carry out reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

As a school we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

## **Monitoring and Review**

The day to day monitoring of this policy is the responsibility of the Headteacher. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

These procedures will be reviewed on a 3-year cycle or earlier if necessary.

At School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## **BROCKWELL JUNIOR SCHOOL**

### **VOLUNTEER/FREQUENT VISITOR ADDITIONAL INFORMATION**

Thank you for volunteering to help in school or on an educational visit. Please read the following check list which we hope will help you and the children get the most out of your time with us.

- The need for a DBS check depends on the amount of time and type of activity that you will be involved in. Please see "Volunteer Helpers in School Procedures" and ask in the school office.
- The teacher should explain to you what you are required to do and may ask you to supervise a group of children – if they don't, please ask! For educational visits, please be aware that you may not be placed with a group that has your child in it. Please do not alter the supervision arrangements as the teacher needs to know which adult is supervising each group of children.
- We expect the children to keep to the school rules (see overleaf) – please remind the children about the rules if they break them and then report any inappropriate behaviour immediately to the teacher.
- Please do not look at or compare any child's work books or records or staff notes.
- Please do not share any information about a child or member of staff with anyone outside the school staff.
- Please do not speak ill of any child as a result of things you may have seen them do in school.
- Please do not discuss things with parents/carers which you may have access to as a result of your position in school in any format.
- Please use only the school cameras/iPads provided for taking photographs of the children whilst in school or on the visit. Mobile phones should not be used except in the staffroom.
- If a child tells you something that you are concerned about (safeguarding issues, concerns about other children, bullying etc.) please tell the class teacher. Please keep this type of information confidential. Our Designated Safeguarding Leads are displayed on a poster in the staffroom.
- On visits the school staff will have a first aid kit with them. All school staff are trained first aiders. Please report any injuries or accidents in school or on a visit to a member of school staff.
- Please report any concerns that you have about any aspect of health and safety to the teacher.

**I confirm that I have read and understood the Volunteer Helpers & Frequent Visitors in School Procedures. Health & Safety Policy, Child Protection Policy, Acceptable Use Policy and GDPR Policy**

Signed .....on behalf of Brockwell Junior School      Dated .....

Print name.....

Signed .....on behalf of the volunteer/visitor      Dated .....

Print name .....