



# Edgewood Primary School

Building skills and values for life

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## Guidance for Volunteers in school

### Vision

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 Guidance for Volunteers Policy

- To provide parents/staff and volunteers 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.)
  - Helping with changing, organisation and supervision of a group for swimming

### 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 without a qualified person
- Take the children off the school site without a teacher in charge

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

**Please note volunteering is not to be used as a way to observe your child during school hours, it is designed to help the school offer a wider curriculum to all children. If you have concerns about how your child is doing in a part of the school day you need to discuss this with your child's teacher who will hopefully allay your concerns.**



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## **Signing in**

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

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

## **Safeguarding Checks**

It is the school's policy that all staff and volunteers who:-

- work directly and/or 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
- assisting with school trips where a parent may need to be left in charge of a group in an emergency
- any role which involves children swimming or changing

will be required to obtain a DBS disclosure at the appropriate level, share it with the school and complete a safeguarding declaration before volunteering. Positive disclosures will be treated confidentially and will be reviewed by the head teacher and Chair of Governors. The head teacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

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

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

## **Right to appeal**

If you are not satisfied with the way this policy has been applied in any way please contact the Head Teacher to resolve the matter in line with our Parental Concerns Procedure.

## **Confidentiality**

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

It is especially important that any information observed, shared or over-heard whilst volunteering within school is kept confidential and is not shared with other individuals outside of school. If you have concerns over anything seen or heard while in school you must raise it in line with our concerns process and safeguarding procedures and begin by speaking to the class teacher.

If at any time the aspects of this agreement are breached then we reserve the right to ask any volunteer to cease their role and leave the premises at any time in line with this guidance and our 'Acceptable Behaviour for Adults in School' policy.

## **Deployment of Parent Helpers**

It is the Local Authorities Guidance that parents are not asked to supervise groups that contain their own children. This is because it is felt that a parent may then be placed in a situation of having to choose between saving their own child or another. For most trips or activities classes will be together in larger groups so you should still see your child but please check with the Visit Leader for more details.

## **Monitoring and Review**

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team. 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.

Date policy agreed: January 2015

Date of review January 2016

## Types of Volunteers at Edgewood Primary School

<b>Volunteer roles</b>	<b>Minimum number of volunteers needed</b>	<b>Timings</b>	<b>Period of Event</b>	<b>Commitment required</b>
FS and KS1 swimming	2 for each session	Tuesday 9am to 12pm Thursday 1pm to 3:15pm	Each week	Half term wherever possible for whole session
KS2 swimming	2 for each session	9am to 11:45am	6 weeks	6 week period if possible
To accompany trips	Will depend on the trip – see Visit Leader for more details.			
To help with transport and supervision at sporting events	Will depend on the Sports Event – see event organiser for more details.			
Reading volunteers or general classroom support	To be arranged with the class teacher			

If you wish to volunteer in any of these roles in your child's class or in another then please see your class teacher first and they will be able to organise this with the Key Stage Leaders.

For regular sessions, such as KS1 and KS2 swimming, it is incredibly disruptive for the smooth running of those sessions if volunteers cannot commit to full sessions or are available for only odd weeks. If you are not able to commit to the whole morning of afternoon and for most weeks then while we would love you to volunteer perhaps you could see your child's class teacher about volunteering to help in class where a regular commitment isn't as important.

## **Specific Guidance for Swimming volunteers.**

As a swimming volunteer it is absolutely vital that you are DBS checked. If you are not checked you must cease any involvement with this activity immediately and inform school staff.

Please note that a regular commitment to stay for the whole session is required for swimming volunteers. If you wish to help but cannot commit to each week then please see your class teacher to see if you could volunteer in another capacity that does not need the same commitment.

When assisting at our pool we ask that in addition to the general guidance above and the protocol specified below you;

- Please stay away outside the pool doors at all times unless asked directly by a member of school or swimming staff to enter to assist (I.e. not through the doors by the side of the water).
- When assisting the children in changing ensure there are always two adults in a room so no adult is ever alone with children.
- Please ensure children do not endanger themselves by standing on benches or running. If the children do not listen then please ask a member of staff to deal with the children in line with our behaviour policy – do not discipline the children yourself.
- Please keep changing room doors closed wherever possible while children are getting changed.
- When walking children to and from classes please be aware of other classes and not disturbing lessons.
- For safety reasons please ensure you always immediately follow the directions of School Swimming or Edgewood School staff.

# VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

## As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Use our school behaviour policy to ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share only the information you must know about the children you are working with to keep them safe.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.
- We agree not to ask you to:
  - Deal with difficult or challenging behaviour
  - Carry out a task that you feel unprepared to complete

Signed:..... Date: .....

Class Teacher/Headteacher

Volunteer Helper: ..... (Printed Name)

## As a volunteer helper I agree to:

- Inform the teacher or member of staff responsible if I see any inappropriate behaviour and not deal with that behaviour myself.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information that I am told or observe during my time in school with total confidentiality.
- Inform the school if I am unable to come into school for any reason as soon as possible after the office opens (8am)
- Respect and listen to the guidance of members of staff at all times
- Complete the appropriate safeguarding checks and share results with the school
- Complete a safeguarding disclosure and disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Edgewood Primary School

## I agree not to:

- Look at or compare children's work, records or staff records.
- Share any information learnt while volunteering about a child or member of staff with anyone outside the school staff team.
- Have my mobile phone turned on or use it in any way while in school (if you need someone to contact you in case of an emergency then please give them the school telephone number 0115 9561337).
- Question children in any way about any aspect of their actions, appearance or behaviour.
- Question staff about processes and procedures during a session unless it is an immediate safety / safeguarding concern.
- Interrupt any lesson or session in any way.
- Act in a way that breaches our 'Acceptable Behaviour for Adults in School' Guidance.

Signed:..... Date: .....