



## ADULT VOLUNTEER HELPERS POLICY

### INTRODUCTION

1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. Volunteers are a welcome resource, complementing the work of teachers, teaching assistants and support staff. We feel that our School benefits from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our School provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned. 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.

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

- Paid full-time or part-time staff employed by the School (eg teachers; peripatetic teachers, teaching assistants, apprentices, support staff, etc).
- Adult workers employed by another organisation (eg trainee teachers and students, advisers and inspectors, health care professionals, speech and language therapists, occupational therapists, educational psychologists, contractors, etc).
- Volunteer helpers (eg parents or other adult helpers working alongside teachers, students on work experience and governors).

This policy sets out the arrangements for volunteer helpers only.

### VOLUNTEER HELPERS

3. Volunteer helpers support the school in a number of ways, including supporting individual pupils, hearing pupils read, helping with the supervision of children on school trips, helping with group work, helping with art or subjects involving other practical activities and helping in other activities such as choir and drama. Volunteer helpers are **not** allowed to:

- Take responsibility for all or some of the whole class
- Change very young pupils, or supervise them changing
- Supervise pupils engaged in PE or other specialist activities
- Take pupils off the school site without a teacher in charge
- Work with an individual child in a room by themselves.

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

4. **Signing in.** When helpers arrive in the School they must sign in at the School Office. 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.

5. **Recruitment of volunteers.** Volunteers will be recruited and vetted in accordance with the procedures set out in our Recruitment, Selection and Disclosures Policy, a copy of which is available on the school's website. If helping on a 'one off' occasion, they are to be chaperoned at all times. The Head 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 pupils.

6. **Deployment of classroom helpers.** All volunteers are made to feel welcome. The parameters of their role within the School are clearly defined from the outset. All safeguarding procedures will be part of the induction of volunteers in School. As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them (eg resource areas, toilets etc). Volunteers will be made aware of the following policies and procedures:-

- Safeguarding and Child Protection Policy;
- Staff Code of Conduct;
- Health and Safety;
- Expectations with regard to confidentiality;
- Access to information related to pupils and / or staff;
- School's Equal Opportunities Policy

It is the policy of this School that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps places the class teacher in an uncomfortable situation. Helpers will be asked to support in classes where the Head feels the support is most appropriate.

7. **Data protection.** The School will comply with its obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the School will process volunteers' personal data.

*This policy was approved by the Academic Committee on 28 Jan 19.*