



St. Joseph's Catholic
Voluntary Academy

Policy 24: Adult Volunteer Helpers



Mission Statement

“Believe Achieve, Succeed”

*Under Saint Joseph's guardianship and protection,
we will be supported to achieve and succeed in the
things the Lord wants us to do.*

Reviewed Summer 2015

Introduction

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.

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

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

- teachers;
- teaching assistants;
- SEN assistants;
- nursery staff – linked to the private nursery
- premises officer;
- cleaners;
- dinner supervisors;
- school secretaries;
- instructors.

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);

Volunteer helpers:

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

This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

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.
- Escorting children across to the field

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children 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.

Signing in

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 if they have worn one.

Police checks

For the children's safety, all volunteer helpers are required to have a DBS check before they work in the school.

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.

From September 2015 all new volunteers supporting in school will be required to provide two references. This is not a statutory requirement, but an example of good practice.

Deployment of classroom helpers

It is the policy of this school that parent helpers as much as possible do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the governors annually. Teachers will also review the adult volunteer helpers in their classrooms and make recommendations to either the head or in staff meetings.

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