



St Paul's Church of England Primary School Adult Volunteer Helpers

Adopted by: Children, Families and Community Committee

On: 8th February 2017

Review: Spring 2021

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.

Adults working on the premises

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;
- nursery nurse;
- caretaker;
- cleaners;
- dinner supervisors;
- kitchen and catering staff;
- breakfast club and aftercare staff;
- administration staff;

Adult workers employed by another organisation:

- peripatetic music teachers;
- LA advisers;
- LDBS advisers;
- inspectors;
- Sports Impact staff;
- IT support technician;
- administrative support consultants;
- contract workers (for example an electrician or heating engineer).
- specialist teachers and SEN professionals;
- curriculum enrichment contractors (for example visiting drama groups etc)

- Trainee teachers (not employed but enrolled by ITT provider)

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience. (see work experience policy)
- volunteer professionals (for example Code it club leader);
- trainee teaching assistants

This policy sets out the arrangements for volunteer helpers only.

Scope of Volunteering

Volunteer helpers support the school in a number of ways, including:

- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work; usually volunteers undertaking classroom assistant courses.

Volunteer helpers are not allowed to do the following activities:

- take overall 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 volunteer 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. They will be given an identification badge to wear whilst on the school premises.

Background checks and Safeguarding

In line with the guidance in *Keeping Children Safe in Education, 2016* the school makes a distinction between supervised and unsupervised volunteers and between regulated and unregulated activity.

The requirements for volunteers differ slightly depending upon whether they are supervised or unsupervised.

Unsupervised Volunteers

An enhanced DBS check **with** barred list information is undertaken for all unsupervised volunteers who teach or look after pupils regularly, or provide personal care on a one-off basis, as set out in paragraph 123 of *Keeping Children Safe in Education*.

These volunteers are considered to be in 'regulated activity'.

Supervised Volunteers

Supervised volunteers who regularly teach or look after children are not in regulated activity, as explained in paragraph 90 of *Keeping Children Safe in Education*. The school will seek an enhanced DBS check **without** barred list information for these volunteers, when they attend the school regularly and have volunteered to a longer-term commitment (half a term or more).

Guidance for the supervision of volunteers is set out in *Supervision of Activity with Children, DfE, 2013*.

When supervising volunteers, the following points are adhered to:

- The supervising person is themselves in regulated activity.
- The supervision is regular, at all times in the day and does not tail off as the volunteer becomes established.
- The supervision is 'reasonable'

One of the key aspects of the decision making process is whether or not the activity is regular. Regular is defined as an activity carried out by the same person:

- Frequently, i.e. once a week or more often; or
- On 4 or more days in a 30-day period

An exception to this is relevant personal care, e.g. helping a child to eat, drink, go to the toilet or get dressed, which is regulated activity **even if it takes place only once**.

Occasional Volunteers

Volunteers who help on school trips or on occasional school events, do not need a DBS check as the activity is not regular and the presence of school staff means that this is a supervised activity.

All volunteers on school trips are briefed by school staff and come under the supervision of the class teacher during the visit. Adult volunteers are never allocated to supervise toileting, where personal care may be needed.

If a teacher is planning a trip during which the class group is to be split for travel or across venues, an adult volunteer would never be left unsupervised to run a group. They must always be under supervision.

The headteacher has the authority not to accept the help of volunteers if s/he believes it will not be in the best interests of the children or staff in the school.

Volunteers who pose a risk to children

If the school decides to remove a volunteer from working with children because it considers him/her a risk to pupils, we will make a referral to the DBS.

Recording checks on Volunteers

Where checks are carried out on volunteers, these are recorded on the school's single central record (SCR)

Induction

Occasional volunteers, such as those helping on school trips, receive an induction briefing from the trip leader on the day of the trip.

All other volunteers in school attend a staff induction briefing with a senior leader or the school's business manager. There is a detailed induction list that is worked through during the induction briefing. The volunteer receives: a copy of the current staff handbook, a copy of key school policies, Section 1 of *Keeping Children Safe in Education*, the school term dates and a Safeguarding information share sheet.

Deployment of classroom helpers

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 place the class teacher in a uncomfortable situation. Helpers will be asked to support in classes where there is the most need for support.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher

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