

St. Peter's C of E Primary & Nursery School



Policy on Adult Volunteer Helpers

Ratification Date: March 2024
Review Date: March 2026

Vision statement

At St Peter's C of E Primary and Nursery School, the growth and development of children and adults is central to everything we do. As a church school, we aim to serve and take care of our community by providing an education which inspires every child to be the best they can be. This is within a framework which is rooted in distinctive Christian beliefs and values whilst embracing diversity, respecting other faiths and worshipping together. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences we offer to all our school community.

Equality, Diversity and Inclusion statement

St Peter's C of E Primary & Nursery School is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We also value our staff and are committed to good employment practice.

St Peter's C of E Primary & Nursery School seeks to ensure that no member of the school community, or any person through their contact with the school, will receive less favourable treatment on the grounds of a protected characteristic. These include: race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependents, disability, sexual orientation, gender reassignment, age, trade union or political activities, socio-economic background, living situation, or spent convictions.

In this we include all members of the extended school community – pupils, staff, Governors, Parents / carers and others from our local community. Partners, supply teachers, contractors and other visitors to the school are also expected to adhere to this policy.

1. Introduction

1.1 At St. Peter's C of E Primary School, Safeguarding is recognised as being of paramount importance.

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 which are beneficial to the children. 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.

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

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

- Teachers;
- Teaching assistants;
- Cleaner in Charge;
- Cleaners;
- Dinner supervisors;
- School administrators;

1.2.2 Adult workers employed by another organisation:

- Peripatetic Teachers;
- School Cook;
- Inclusion Support Services
- Trainee Teachers and Teaching Assistants;
- Secondary pupils on work experience;
- LA advisers and inspectors;
- Health visitors;
- Grounds maintenance staff;
- Contract workers (e.g. electrician or heating engineer).

1.2.3 Volunteer helpers:

- Parents or other adult helpers working alongside teachers;
- Governors;
- Literacy Volunteers;
- Students on work experience.

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer Helpers

2.1 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.
- Gardening or other work on the grounds;

2.2 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;
- Governor visits;

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

There is an induction book for volunteers which the Head Teacher will implement. This includes the fact that list 99 checks and DBS checks are a necessity. It also makes clear reference to the Child Protection Policy, demonstrating immediately that we are a school who values child safety very highly.

All details of adult volunteer helpers will be held on the School Single Central Record.

3 Signing in

3.1 When helpers arrive in the school, they must sign in at the school office adjacent to the front door. They will

be given a visitor's badge, or wear a Governor'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.

4 Police checks

4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure Barring Service (DBS) before they work in the school.

4.2 The head Teacher 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.

5 Deployment of classroom helpers

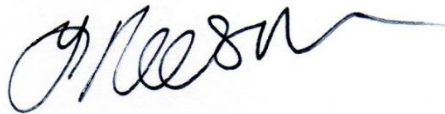
5.1 It is the policy of this school that parent helpers do not support in their own child's classroom unless this is deemed appropriate by the class teacher, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in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

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Head Teacher, who will report to the governors annually in the Head Teacher's Report, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

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

Signed:

A handwritten signature in black ink, appearing to be 'G. Nelson', written over a horizontal line.

Date: 14th December 2023