



**BRIZE NORTON PRIMARY SCHOOL**  
**Volunteer Helpers Policy**



<b>Review Date Planned</b>	<b>Review Date</b>	<b>Date adopted by Governing Body</b>
March 2016	March 2016	19 <sup>th</sup> March 2016
March 2019	21st March 2019	21st March 2019
March 2022		

### **Rationale**

We welcome volunteers into school and value their input into the education and experiences of our children. Volunteers have a wealth of strengths that they can bring to the classroom. We want to make volunteers feel welcome in our school and valued in whatever they can offer.

### **Purpose**

1. to welcome volunteers into school and give them the opportunity to contribute to the children's learning
2. to ensure the safety of the children when working with different adults
3. to ensure that appropriate supervision of volunteers in school takes place
4. to promote the school's open-door policy to volunteers and the larger community

### **Guidelines**

All volunteers should be treated the same in whatever classroom they are working in and staff should behave in a way which shows volunteers that they are benefiting the children's education. This policy clarifies the different roles volunteers can undertake and the safety measures that should be adhered to ensure the well being of all the children in the school.

### **When volunteers offer to help**

Staff will arrange to meet with the volunteer at a mutually convenient time to discuss what they may like to do in the classroom. Most volunteers take part in the following activities:

- hearing individual children read
- working with a group of children
- taking part in supporting art, other creative activities or **Forest School**
- mounting work or sticking work in books

Some volunteers approach the headteacher with a request to help in classrooms. In this case, the headteacher will meet with the volunteers and discuss where the volunteer may be best placed. The Headteacher will then discuss this with the appropriate class teachers.

It is important that the volunteer is comfortable in what they are doing, so they are encouraged to state what their strengths are and what they would most like to do. Teachers should talk to their volunteer helpers and ask if they are content

in their undertaken role. Adjustments can then be made if the teacher thinks it is necessary.

### **Police Checking (DBS)**

All volunteer helpers must be DBS checked before helping regularly in school. A full register of those who have been DBS checked is held in the office and maintained by the Office Manager.

DBS clearance of all helpers in school is good practice and one which we at Brize Norton Primary School embrace. However, DBS checking DOES NOT mean that a volunteer or any other adult poses no threat to the well being of our children. Even volunteers who have had DBS clearance should be supervised appropriately.

If somebody wishes to volunteer for a one-off event without a DBS check, this is permissible if the headteacher is informed and the volunteer is accompanied by another adult throughout his/ her visit.

### **General guidelines for volunteers**

Volunteers should be told to avoid touching children in any way – this will be supported further by avoiding helping the children to get changed for PE.

Volunteers should be told that disciplining the children is the responsibility of the teacher. If children behave poorly, they should be told to seek the teacher's intervention immediately.

Volunteers should be told that confidentiality is an essential part of their working in the classroom – it is not an opportunity to find out what is going on within a classroom to support a specific agenda, or to feed back on events which have occurred within the classroom to another parent. Such concerns should follow a different route: guidance can be sought from the class teacher, headteacher or Governing Body representatives.

Volunteers should be told not to enter the children's toilets at any time. If they feel there is a problem with a child in a toilet, they must seek a **member of staff** to deal with the situation.

Volunteers should be told not to administer any medication to children including creams (e.g. sun cream). This is the role of the first aid staff.

### **Residential visits**

For our residential visits, volunteers can accompany us. In these cases, full DBS checks will be carried out well before the visit takes place. However, all the points raised above are still relevant to these volunteers.

### **Staff room**

Volunteers are welcome to join staff in the staffroom at lunchtimes and playtimes.

When volunteers are in the staffroom, staff need to be aware of this. Negative discussion of children should be avoided and the conversation should be professional as laid out in **staff** guidelines on conduct.

**Health and Safety**

Volunteers should sign in the visitors' book each time they arrive in school alongside wearing a named badge. This book is situated in the office. On departure, volunteers also should sign out.

Staff should explain the fire drill procedure to any volunteer helpers in their class.

Volunteers should be visible to a member of staff at all times, whatever work they are undertaking with the children.