



Bentley CE Primary School Volunteers in school Policy

Date of review	Autumn 2024
Period of review	3 years
Review lead	Vicky Hallett & Jo Phillips
Governor Committee	Curriculum and Standards

At Bentley CE Primary School we would like to encourage parents and other adult volunteers to help the school in a variety of ways. We believe that parents and volunteers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best safeguarding and security possible.

Aims of Volunteer Helpers Policy

- To provide parents/volunteers with clear expectations and guidelines for working in school and with the children of Bentley.
- To encourage the wider community to engage with children's learning to promote community cohesion and give children the opportunity of working alongside people other than those in their immediate family or staff in school.

Activities Volunteer Helpers may be asked to undertake

- Hearing children read within a group or individually
- Help with supervision of children on school visits
- Help with group work within the classroom
- Help with art or other practical subjects such as cooking (this may also involve helping teachers and Learning Support Assistants to set up these activities)
- Drive the minibus

Activities Volunteer Helpers are not allowed to undertake

- Full responsibility for all of the class.
- Change or supervise them changing without a member of school staff present .
- Take pupils to the toilet.
- Supervise children engaged in PE or other adventurous activities without a member of school staff present.
- Take the children off the school site without a teacher being present.
- Read with a child in their family individually.

The responsibility for the health and welfare of the children remains with the class teacher or school staff at all times. Please ensure that all work and information stays **completely confidential** to school. It is not appropriate to pass on comments to parents or others about volunteer work e.g. about behaviour, work or reading discussing outcomes or abilities and names of children.

Health and Safety

When any volunteer arrives in the school they must sign in at the school office and collect a visitor badge which must be worn at all times in school. Please indicate your arrival time and which class or teacher you will be visiting. Volunteers must also sign out and state the time when they are leaving the school premises.

All volunteers will be asked to obtain a DBS certificate and present this to the school for a copy to be kept on the school's record. Without a DBS certificate, volunteers will not be permitted to work with children outside of the classroom. It will not be necessary to obtain a DBS

certificate if a volunteer wishes to help on one-off educational visits or specific events such as the Summer Fete where volunteers will not have unsupervised access to children.

Confidentiality

We recognise that for staff and parents of other children to be confident about volunteers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers' Protocol,' a copy of which will be kept in school.

Deployment of Parent Helpers

It is the policy of the school to ask volunteers not to listen to children within their own family read. This is because, at Bentley CE Primary School, we believe that it's important for all children to have the opportunity to engage with different members of the community. It is possible for volunteers to help their own children with group activities within the classroom and on educational visits. When working in the classroom please model positive behaviour to the children.

Educational Visits

When taking children off site for an educational visit, please adhere to the rules set by the class teacher. This is essential for the health and safety of the children and other adults working with the group. Please do not use your mobile phone. As a helper during an educational visit you are in a position of supervising children at all times and mobile phone usage can lead to distraction.

Please do not take any photos of children, including your own, on your mobile phone, camera or other devices. The class teacher or LSA may ask you to use the school camera to take photos on their behalf.

Monitoring and Review

The monitoring of this policy is the responsibility of the Head Teacher and Leadership Team. The Head Teacher will report to Governors annually on the number of parent volunteers in school, summarising their value and impact in supporting children's learning.

Thank You

We would like to thank all volunteers for giving up their time to help at our school. We regard all volunteers as friends of the school and an important part of our team. We have a professional duty to you, just as we have to all members of staff, to make your time with us happy and fulfilling.

VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Let you know in advance if your help isn't needed on a particular day
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... Date:

Class Teacher/Headteacher

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks and present my certificate to the school
- Disclose any criminal allegations to the Head Teacher prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Talk to other parents, carers or community members about my volunteer work, from working with their child or other children in the class

Signed:..... Date:

Volunteer Helper: (Printed Name)