

**ST LUKE'S C of E PRIMARY SCHOOL**  
**POLICY for VOLUNTEER HELPERS IN SCHOOL**

Policy for Volunteer Helpers  
Wellbeing Committee  
Reviewed: Summer 2020  
For Review: Summer 2023

We all agree that volunteers in school can make a great difference to children's work. They are a valuable, special resource for classroom enrichment. It also gives parents a chance to be involved in the life of the school.

### **Aims**

- To build positive relationships with all the adults who help in school
- To value and utilise the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance

The safety of our children is paramount so the following points should be followed so that helpers are aware of their role and the school can make maximum benefit of their help for the pupils.

1. Most volunteer roles in the school are classed as being in a 'regulated activity' (see school volunteer role risk assessments) so helpers must undergo an enhanced DBS clearance with barred list check. Only after receiving clearance should helpers have any regular contact with a child or children without supervision from a member of staff. For one-off helpers a barred list check or a list 99 check will be obtained. In these instances the helper will be supervised and will not be unsupervised with a group of children or single child or take children to the toilet unsupervised.
2. Once checked, details will be kept in the school Single Central Record. The helpers' name and date of birth will be recorded in the school office along with
  - The number of the Disclosure
  - Date issued
  - Relevant ID checks
3. When organising school trips the records will be checked to ensure DBS clearance has been received for any volunteer being asked to help out on a visit. Staff should inform the office of any 'new' helper. One-off helpers will be supervised.
4. Volunteer helpers are given guidance about signing in, confidentiality, safeguarding, child protection & emergency procedures. These are all included in an information leaflet, which is read and agreed as part of the signing in procedure.
5. Volunteer helpers should follow the school's 'Code of Conduct for School Staff' (contained in the Information Leaflet).
6. Volunteer helpers should not share information about pupils following a session as a volunteer in the school, unless there is a child protection concern, in which case it must be raised in line with school procedure.

7. All visitors should sign in and out of the school and wear a visitors badge / lanyard for the duration of their visit.
8. Helpers will not be asked to do tasks they are not happy with. Some prefer to help with practical tasks while others do not. Time should be taken to find out what they are happy doing; it makes the working relationship much more productive and means they will keep coming back!
9. Volunteer helpers should only photograph children if requested by a member of staff. No personal cameras or phone cameras should be used. Photographs should only be taken on school cameras and downloaded onto school equipment.
10. If any member of staff has a concern about a helper, in the first instance a quiet word may resolve the issue – usually it is just a case of not knowing. For more serious issues teachers should inform the Headteacher.

### **Practical Considerations**

At St Luke's we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

### **When?**

In general, helpers are recruited at the beginning of each school year by means of a general Newsletter or through personal contact by the teachers. Rotas for regular volunteering tasks may be organised by class representatives. Some helpers may be new to school, others re-recruited from previous years. Class helpers in one year may stay with the existing class teacher or may move with their child's class.

If, during the year, other people ask to help in school, they are always welcome. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent home.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending on their preference and skills.

Some adults who are unable to come into school but still wish to help often take jobs home to do.

All helpers are encouraged to be familiar with school routines and practices. Please respect confidentiality at all times. Please notify staff and let them deal with any matters of concern.

### **Summer 2020**