



Barn Croft Primary School Safeguarding: Adult Volunteer Helpers Policy

1 Introduction

1.1 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.

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
- Governors
- Trainee teachers on placement
- Teaching assistants (TA)
- Nursery Practitioners
- School site officer (SSO)
- Cleaners
- Dinner supervisors and Midday assistants (MDA)
- School office staff
- Learning Mentors

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers
- trainee teachers
- LEA advisers and inspectors
- health visitors
- grounds maintenance staff
- contract workers (for example an electrician or heating engineer)

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience from local secondary schools

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

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- 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.
- maintaining confidentiality

2.2 Volunteer helpers are **not** allowed to do the following activities unsupervised:

- 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

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

3 **Signing in**

3.1 When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor'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, who are coming on a regular basis over a sustained time, are required to have a Disclosure Barring Check carried out before they are allowed to work alone with any children. This is to ensure that they do not have any previous convictions which prohibit them from working with children. Other volunteer helpers will not be left unsupervised with children at any time.

4.2 The headteacher 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 necessarily support in their own child's classroom. Helpers will be asked to support in classes where there is the most need for individual support. If a parent is supporting in their own child's class and this leads to an adverse reaction from the child, that parent will be asked to support in another area of the school.

6 **Monitoring and review**

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

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

Signed:

Date: February 2019

Review date: February 2023