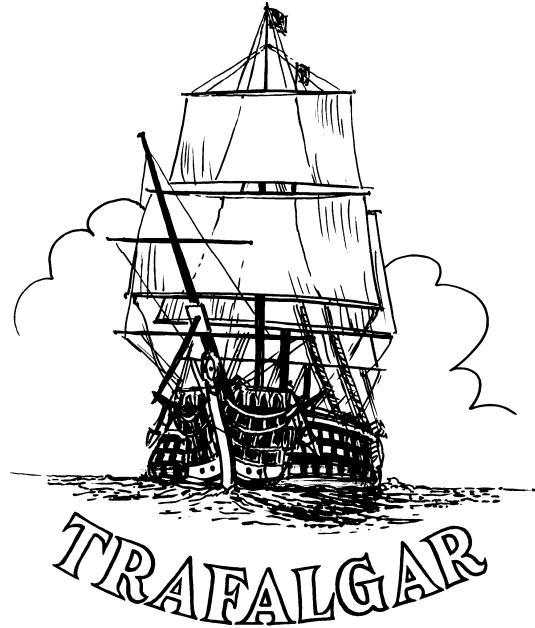


Trafalgar Community Infant School



Policy Document

VOLUNTEERS IN SCHOOL POLICY

Policy for adults who regularly volunteer in school

Trafalgar is a Rights Respecting school. We refer to the UN Convention on the Rights of the Child (UNCRC) throughout this policy.

Introduction

We want our school to be open and welcoming to all who would like to support the children. We encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety and welfare of the children in our care.

This document sets out our school's policy, which is to ensure the children benefit from as much help and support as possible, and are provided at the same time with the best possible security. The school has a variety of adults volunteering on the premises at any one time. These must be approved by a member of the Senior Leadership Team. Those involved in school work can be categorised as follows:

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

- Headteacher and Deputy Headteacher
- Teachers;
- Teaching assistants;
- LSA assistants;
- Premises officer
- Cleaners;
- Office staff
- Librarian

Adult workers employed by another organisation:

- trainee teachers;
- LA advisers and inspectors;
- NHS workers;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP].
- Curriculum visitors

Volunteer helpers:

- Governors
- parents or other adult helpers working alongside teachers;
- students on work experience
- Friends of Trafalgar

This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

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 curriculum areas involving other practical activities.

Volunteer helpers are not allowed to do the following activities:

- take responsibility for individuals, all or some of the whole class;
- change the 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.
- attend to any first aid or toilet arrangements

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

If a volunteer has a CRB check, then they could support a group of children near the classroom, e.g. the library or around a table in the corridor. We do not expect volunteers to be working in a group room with children if there is not a member of staff there too.

Protocols

It is the responsibility of the class teacher to ensure that the school protocols for volunteering are followed.

- The Senior Leadership Team has approved the volunteer
- The School Business Manager has the current CRB check for the volunteer or is awaiting confirmation
- The class teacher must ensure that he/ she has spoken to the volunteer about the importance of confidentiality in relation to children's behaviour and learning outcomes
- It is the volunteer's responsibility to ensure they respect the necessary confidentiality of the school community
- It is the teacher's responsibility to ensure their volunteer is well looked after and given refreshments if they are in school for more than an hour and a half
- School personnel must be aware of the need for confidentiality when volunteers are in school
- It is the responsibility of the class teacher to ensure a volunteer is thanked for their contribution, e.g. a 'Thank You' card, a picture from the children
- It is important for the class teacher to review the volunteer's help and pass on valuable information to the Senior Leadership Team

An example of information that will go to a new volunteer:

Volunteering in Trafalgar Community Infant School

Thank you for agreeing to come in and support our school. Please take a few minutes to read the following bullet points.

- Please sign in and collect an appropriate badge at Reception.
- Please make yourself known to a member of the Office Team who will inform the teacher of your arrival.
- As the class teacher will have planned an activity for you and some children, please arrive in good time to allow communication about the activity.
- Please phone in if you are unable to help on your agreed day or if you know you are going to be late. Our number is **01403 254925**.
- If at any time, you feel a member of your group is affecting the learning through disruptive behaviour, then please feel comfortable to speak to the class teacher or teaching assistant straight away.

- If you have a mobile, please set it on silent.
- May we remind you that confidentiality of the school community must be respected with regard to children's behaviour, children's learning outcomes, children's health issues and staff or children's details, for example.
- At the end of your session, please sign out and remember to return your badge.

Signing in

When helpers arrive in the school, they must sign in at the reception area near the School Office. They will be given an appropriate 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.

Police checks

For the children's safety, regular volunteers are required to have police clearance through the Criminal Records Bureau (CRB) before they work in the school. A record of volunteers is held at the office in the Single Central Register. 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. Staff should alert the Headteacher promptly and in confidence if there are concerns about individual volunteers.

Deployment of classroom helpers

It is the policy of this school that it is the teacher's discretion whether parent helpers support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will then be asked to support in classes in which there is the most need for individual support.

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every two years, or earlier if considered necessary.

Signed:

Date: January 2010