



## Volunteer Helpers Protocol

### Vision

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers 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 security possible.

### Aims of the Volunteer Helpers Protocol

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

### Volunteer helpers are:

- Parents or other adults working alongside the teachers
- Students on work experience

### Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read – positive encouragement and support
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical activities

### Volunteer helpers are not allowed to do the following activities

- Take responsibility for all or some of the class
- Change children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge
- Take the children to the school office unsupervised

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

### Signing in

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

## Safeguarding Checks

### Disclosure and Barring

Village Infants School and the Governors are committed to safeguarding and promoting the welfare of children and the rigorous implementation of Disclosure and Barring Service (DBS) procedures and arrangements. We expect all volunteers to share this commitment.

#### Who should be checked?

- All volunteers, over the age of 16 years in a position which meets the definition of regulated activity (see below) will be subject to an Enhanced DBS Disclosure check and DBS Barred List check.
- All Students or work experience placements that meet the definition of regulated activity (see below) will be subject to an Enhanced DBS Disclosure check and DBS Barred List check. It is the responsibility of the students' school or college to undertake the check and to share the information with the school which will be recorded on the Single Central Record.

A person is in '**regulated activity**' if they:

- Are responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children
- Carry out paid or unsupervised unpaid work regularly where that work provides an opportunity for contact with children
- Engage in intimate or personal care or overnight activity, even if this happens only once

A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity.

Any activity taking place in a school is regulated activity if:

- It is carried out frequently (once a week or more often), or on 4 or more days in a 30-day period by the same person
- The person is engaged in work for the school or in connection with the school and it gives the person the opportunity to have contact with children

This includes activity in:

- All schools providing full-time (or mainly full-time) education for children

A person is also in regulated activity if they're:

- Managing someone else in regulated activity on a day-to-day basis
- Providing day-to-day management of a volunteer who is engaging in activity that would be regulated if unsupervised

## **Confidentiality**

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

## **Deployment of Parent Helpers**

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.



# Volunteer Helpers Agreement

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 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!

## 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: .....  
*Headteacher*

Volunteer Helper: ..... (Printed Name)

## As a volunteer helper I agree to:

- Use the school Behaviour 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 by 8.30am
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS/Barring Safeguarding Checks

## 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 (including social media).

Signed:..... Date: .....