



A FAMILY, A FOUNDATION, A FUTURE

Whitminster Endowed C of E Primary School Adult Volunteer Helpers Policy

Agreed by Governors: Spring Term
2025

Review Date: Spring Term 2027

Please also see Information for Volunteers leaflet (updated annually)

Introduction

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.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

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

- teachers;
- teaching assistants;
- SEN assistants;
- Caretaker/ cleaners;
- dinner supervisors;
- school secretaries.

Adult workers employed by another organisation:

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

Governors

- Governor visits involving talking to groups of children

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience. (See also Initial Teacher Training policy – ITT)

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; this may involve working with small groups in other areas of the school
- helping with art or subjects involving other practical activities.

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

- take responsibility for all 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.

Signing in

When helpers arrive in the school they must sign in at the reception desk.

Safeguarding

For the children's safety, all volunteer helpers are required to have a DBS check before they work in the school.

The headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

All volunteers will be given a copy of the volunteer's information leaflet and be asked to read and sign the safeguarding pack that contains relevant safeguarding and health and safety policies.

All individuals working with children, young people and their families have a duty and responsibility to report any allegations or concerns of a child protection nature, which comes to their attention.

When such a concern is raised:

Discuss with the school's Designated Safeguarding Lead, Miss A Parry-Jones.

In writing, log briefly and accurately the concern and the child's comments.

In those cases where there is a concern but you are unsure about how to proceed contact the Children's Help Desk Tel: 01452 426565 and ask to speak to a social work practitioner.

Further guidance can be found at: <http://www.gscb.org.uk>

Deployment of classroom helpers

Helpers will be asked to support in classes where there is the most need for individual support. It is not the policy to not allow parents to work in their own child's class, but the head teacher and/or member of staff has a right to monitor this and ensure that the parent's presence is not distracting for the child or places the class teacher in an uncomfortable situation.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher. The headteacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

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