



# Foxmoor School

## 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 with the best possible security at the same time.

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

- teachers;
- teaching assistants;
- school administration staff;
- librarian;
- mid-day supervisors;
- cleaners.

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- teachers from the 'Advisory Teachers' support team;
- trainee teachers;
- Local Authority (LA) advisers and inspectors;
- health and well-being practitioners;
- 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.

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;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art and craft or subjects involving other practical activities;
- helping with sports and extra-curricular clubs. Etc...

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

- 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. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

## 4. **Disclosure and Barring Service**

4.1 For the children's safety, all volunteer helpers are required to have clearance from the 'Disclosure and Barring' Service before they work in the school if it is likely that they will have regular contact with pupils in a <sup>1</sup>'regulated activity'. However, the majority of volunteers will always be under the direct supervision of a member of staff, and will not work alone with a pupil or for sufficient time for their activity to come into this category ref: <http://www.legislation.gov.uk/ukpga/2006/47/schedule/4>

4.2 The Headteacher has the authority not to accept the help of volunteers if he/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 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 be asked to support in classes where there is the most need for individual support.

## 6. **Monitoring and review**

6.1 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.

6.2 The full Governing Body ratified this policy, and will be monitored and reviewed by them regularly. The policy will be amended if/when it is considered necessary.

**Signed: *Elisabeth Newman* Chair of Governors Dated: January 2017**

<sup>1</sup>A government guidance note explains that <sup>1</sup>**regulated activity** is work that someone who is barred from working with children may not do.

In summary, it comprises these activities relevant to school:

- certain unsupervised activities performed on a regular basis, including teaching, training, instructing, caring for or supervising children;
- work carried out on a regular basis in certain establishments, including schools, that provides the opportunity for contact with children;
- relevant personal care given to a child, such as: washing, dressing, feeding and toileting.