



Bellfield Infant School

Voluntary helpers in school Policy

The school will regularly use voluntary helpers to enhance the curriculum, to provide support for staff in a range of activities and to support out-of-school activities. Voluntary helpers may include parents, governors and other members of the community.

The Head Teacher and school staff will ensure that voluntary helpers are under the supervision of a member of staff at all times and are clear as to what is expected of them.

Where a voluntary helper has a “substantial level of access to children which may also be unsupervised and will be regular or sustained” they will be required to undergo a DBS check for previous criminal convictions.

Voluntary helpers will be required to work within the school’s health and safety policy and Children and Young People’s Service guidelines.

It is recognised that voluntary helpers require training and support. Staff and volunteers will be allowed sufficient opportunities to ensure that this is adequate. Voluntary helpers will be expected to understand and work within all school policies, in particular equal opportunities, behaviour and discipline.

The recruitment and use of voluntary helpers will be carried out with attention to the school’s Equalities Scheme.

The governing body will be responsible for ensuring that adequate insurance arrangements are in place to cover possible liabilities arising from the involvement of voluntary helpers in school activities. Governors will ensure that where activities require additional insurance from the local authority that this is arranged.

Voluntary helpers will not be used to carry out tasks which are the professional responsibility of school staff and for which conditions of service have been determined with professional organisations.

All prospective voluntary helpers will receive a copy of this policy. A summary of the policy will be included in the school prospectus.

A copy of the school policy on voluntary helpers will be placed in the school handbook and reviewed regularly on the basis of a report presented to the governing body by the Head Teacher.