



# CARLINGHOW ACADEMY

## **Volunteer/Helpers in school Policy**

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We believe that parents and carers can add enormous value to student's learning opportunities. This is why we encourage parents and other adults to help the school in a variety of ways. Our policy is to ensure that students benefit from as much help and support as possible while being ensured of the safety and security of students in our care.

### **School Aims**

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

### **Volunteer helpers are:**

Parents or other adults working alongside teachers and support staff. Volunteer helpers support the school in a number of ways:

- Supporting individual students within classrooms
- Listening to pupils read
- Helping with supervision of pupils on school trips
- Helping with group work
- Helping with art or other practical subjects (i.e. cooking etc).

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

- Take responsibility for all or some of the class
- Supervise children engaged in PE or other specialist activities including children changing
- Take children off the school site without a teacher in charge
- The responsibility for the health and welfare of the children remains with the teacher at all times.

### **Signing in**

When any helper arrives in the school they must sign in at the main reception and collect a visitor badge which must be worn at all times. The reception staff will note which class the parent/ helper will be visiting. Volunteers must also remember to sign out using the electronic system.

### **Health and Safety**

Helpers are subject to the school's Health and Safety regulations and are welcome to read the Health and Safety Policy. First Aid must only be carried out by a qualified member of staff.

### **Safeguarding checks**

Volunteers who are supervised at a reasonable level are no longer eligible for a Disclosure Barring Service check as they are not undertaking regulated activity. If the mentor works away from the classroom and is unsupervised, they would be eligible for a barred list check as part of the regulated activity. If a parent has had any criminal convictions or allegations made against them, these must be disclosed to the Head of School prior to volunteering in the school. This will be dealt with in strictest confidence. The Head of School has the authority not to accept the help of volunteers if she believes that it is not in the best interests of the children. Application forms for the disclosure and barring service are available from the school office. The volunteers / helpers are expected to bear the cost of obtaining a disclosure. Other examples of volunteers not requiring a barring check are volunteers or parents who accompany staff and students on one-off outings or trips that do not involve overnight stays. Those who help out at specific events e.g. Parents in school days etc who do not have unsupervised access to pupils.

There are key people in our school who have specific safeguarding responsibilities:

Senior Designated Lead: Dani Worthington

Deputy Safeguarding Lead: Carla Astin

Alternative Safeguarding Lead: Marie Fishwick

All staff and helpers in school have a responsibility to report any concerns they have, or any disclosures that are made to them, to the designated Person. If their concern is about a member of staff then they should also refer this to the Senior Designated Person. If the concern is regarding the Head of School then the person should report their concern to the Chair of governors.

A safeguarding induction will take place prior to volunteers starting in school.

### **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 will be asked to sign a 'Volunteer Helpers Protocol,' (see attached) a copy of which will be kept in school.

### **Protocol for volunteer/helpers in school**

Please read and sign the document below to confirm your agreement with the schools 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 students
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the students you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the pupils you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel uncomfortable with

Head of School/ Lead teacher: ..... (Print Name)

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

**I agree to:**

- Use the school behaviour and ethos 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 in the morning
- Listen to the guidance of the teacher and teaching staff at all times
- Complete the appropriate safeguarding checks
- Disclose any criminal allegations to the Head of School prior to starting as a volunteer helper
- Not share any information about a child or member of staff with anyone outside the school.

Volunteer Helper: ..... (Print Name)

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