



# All Saints Church of England Primary School, Carshalton

## Policy for Adult Volunteer Helpers

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Agreed by staff - May 2006

Agreed by Governors - Summer 2006

Reviewed - Summer 2008, Autumn 2011, Autumn 2014

Next Review - Autumn 17

### 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;
- Caretaker;
- Cleaners;
- Midday supervisors;
- Office staff;
- Grounds maintenance staff;
- Catering staff;
- Supply teachers.

Adult workers employed by another organisation:

- Peripatetic Music teachers;
- Trainee teachers;
- LA advisers and inspectors;
- Health visitors;
- Adults from outside agencies (LST, BST);
- Tutors for Students;
- Contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- Parents, governors or other adult helpers working alongside teachers;
- Students on work experience.

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;

- Helping with art or subjects involving other practical activities;
- Helping with cooking.

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.

### **Signing in**

When helpers arrive in the school, they must sign in on the electronic system which will give the date and time of arrival and departure. They will be given a visitor's sticker, which they should wear at all times. They must also sign out and return their sticker before they leave.

Adults helping in the Nursery go straight to the Nursery entrance. Names of adult helpers are recorded in the Nursery register each day.

### **Disclosure and Barring Service (DBS) checks**

From the 1<sup>st</sup> September 2006 for the children's safety, all volunteer helpers are required to have DBS clearance 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.