



# Elmlea Schools' Trust

## Volunteer Helpers Policy

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### *Document History Record of recent Policy changes*

Date	Version	Author/Owner	Change	Origin of Change e.g. TU request, change in legislation
May 2020	1.0			EIS Policy converted for use by EST

Trustees 'Committee	
Statutory/Non Statutory	
Policy Adopted	June 2020
Review cycle	Three yearly
Review date	June 2023

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# Volunteer Helpers Policy

## Rationale

Volunteer helpers are an important part of school life within Elmlea Schools' Trust and are valued by the whole school community.

## Purposes

- To utilise voluntary helpers' skills, interests and knowledge as an additional resource and to raise standards in the learning of the children;
- To involve volunteers in the learning and development of children in school;
- To ensure that volunteers who wish to help but are unable to come to school are encouraged to help at home or in any other way they can;

## Aims of Volunteer Helpers policy

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

## Volunteer helpers are:

- Parents or other adults working alongside the teachers
- Students on work experience

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects
- Attending on school trips to support school adults.

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

- Take responsibility for all or some of the class
- Change children or supervise them changing
- Supervise or take children to the toilet

## Induction and guidelines

An introductory meeting is held in September/October for new volunteers to meet. Discussions will involve what sorts of help in school is needed and training opportunities; these guidelines are available for parents/carers to read. During the induction meeting the trust's Safeguarding Policy and Code of Conduct for All Adults is provided to the volunteers. Details of what course of action volunteers should take if they have any concerns about the safety of a pupil as well as the code of conduct for volunteers.

In line with the trust's Disclosure Policy and DfE guidance in Keeping Children Safe in Education, Parents/carers helping in school may need to complete a Disclosure and Barring check before they begin which is kept as part of the trust's Single Central Record.

Volunteers will be assigned to a class (not their own child's class) and will be time-tabled into a specific time. Teachers will have clear plans for their volunteer helper and provide "on site" instructions as necessary.

### **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 are asked to sign a 'Volunteer Helpers Protocol', a copy of which will be kept in school office.

### **Safeguarding checks**

Volunteers with unsupervised access to children must be cleared through the Disclosure and Barring Service (DBS). Supervision in this context means being out of the regular line of sight of the teacher or other authorised adult in the class. Regular visitors to school will be asked to submit to a DBS check. Those without a DBS check, or awaiting one, will not be asked to carry out "regulated activity" in terms of the DBS Regulations. If a parent has had any criminal allegations made against them, these must also be disclosed to the Executive Headteacher prior to volunteering in the school. Any disclosures will be dealt with in strictest confidence. The Executive Headteacher has the authority not to accept the help of volunteers if he or she believes this may not be in the best interest of the children.

### **Signing in**

To comply with Health, Safety, Fire and DBS regulations, when helpers arrive at the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Volunteers with DBS clearance will be provided with a green lanyard. Volunteers without DBS clearance will be provided with a red lanyard. Volunteer helpers should indicate their arrival time and which class they will be visiting. Volunteers must also sign out when they are leaving the school premises



## Elmlea Schools' Trust Protocol for Volunteer Helpers in School

Please read and sign the document below to confirm your agreement to the Trust's expectations as a volunteer helper in Elmlea Infant and/or Elmlea Junior Schools.

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 pupils.
- Share the Elmlea Schools' Trust Behaviour Policy with you to help you understand how we manage behaviour.
- Share the Elmlea Schools' Trust Safeguarding and Code of Conduct for All Adults Policy with you.
- Arrange for you to undertake the appropriate DBS safeguarding checks.
- Ensure that the pupils you work with behave and work well
- Treat you with the highest respect and care.
- Share appropriate and 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 with which you feel uncomfortable.

Member of Staff (Please print name)	
Signed	
Date	

As a Volunteer helper I agree to:

- Read and adhere to the Elmlea Schools' Trust Safeguarding and Code of Conduct for All Adults Policy
- Adhere to the Elmlea Schools' Trust Behaviour Policy and respect the Trust and School's ethos, informing a member of staff first if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat all information with total confidentiality.
- Inform the school if I am unable to come in on any agreed day
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Disclose any criminal allegations to the Executive Headteacher prior to starting as a volunteer helper in either Elmlea Infant or Elmlea Junior School.
- Not look at or compare children's work, records or staff records.
- Not share any information about a child with anyone outside of the school or trust staff
- Not share or discuss any information about a member of staff with anyone
- Not take any photographs unless I have permission

Volunteer Helper (Please print name)	
Signed	
Date	