



ADULT HELPERS POLICY

Adopted: Autumn 25

Review: Autumn 28

Policy Review and Monitoring

This policy is due to be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

Signed: **Chair of Governors**
Mr J. Orchard

Headteacher
Mr K. Stroud

ADULT HELPERS POLICY

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 who may be available to help the school in a variety of ways. However, our overriding concern must be for the safety of the children in our care. This policy seeks to ensure that the children benefit from as much help and support as possible whilst ensuring that appropriate and robust safeguarding procedures are always upheld.

The school will usually have a variety of adults working on the premises at any one time. They can be categorised as follows:

Staff employed by the school:

- teachers;
- learning support officers;
- site manager;
- administrative staff
- mid-day supervisors;

Adult workers employed / provided by other organisations:

- peripatetic music teachers;
- ancillary support staff;
- LA/consortium advisers,
- Estyn inspectors;
- NHS staff e.g. health visitors;
- Contractors – e.g. grounds maintenance, cleaning, electrical, plumbing;
- Student teachers or learning assistants on placements organised through other schools / colleges;

Volunteer helpers:

- parents or other adult helpers working alongside school staff;

This policy sets out the arrangements for volunteer helpers only, during the school day when pupils are present. This does not apply to other adults who may attend school outside of the school day, e.g. weekends and holidays.

Activities Suitable for Volunteer Helpers

Volunteer helpers may support the school in a number of ways, including:

- supporting individual pupils or small groups;
- hearing pupils read;
- helping with organisation / supervision of activities in class or within the school grounds;
- helping with the supervision of children on school trips;
- helping with art or subjects involving other practical activities.

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

- take sole responsibility for any pupils other than their own;
- supervise any pupils changing for PE or any sports, e.g. swimming.
- take pupils off the school site without a member of staff in charge.

Volunteers would not usually be permitted to supervise pupils engaged in PE or other specialist activities unless they have appropriate experience or training and subject to a risk assessment.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Whilst appreciating any time that volunteer parents may be willing to offer to the school, we would usually arrange for parent helpers to support other classes that those with their own child, as this can be distracting for the child and potentially place the class teacher in an uncomfortable situation. This does not extend to support for off-site visits.

Signing In

When helpers arrive at the school they must sign in at the reception desk to ensure their own safety in the event of an evacuation. They will be given a visitor's sticker or lanyard which they should wear at all times. Helpers must also sign out, stating the time they are leaving.

New volunteers are provided with a safeguarding booklet which gives basic information including expectations of all adults in school, key personnel and procedures to follow in the case of disclosures etc.

Conduct Around The School

Whilst carrying out activities around the school, volunteers may well encounter their own children or other family members or friends. Whilst we recognise it may be tempting to stop and talk with these pupils specifically, it is important that all pupils are treated with equity.

Therefore we expect that volunteers will not afford any special treatment to these pupils and resist the temptation to show them any special treatment. Where volunteers have children of their own in school, we seek to ensure that the presence of their parents in school does

not have any detrimental affect on their school life, e.g. through feeling self-conscious. If this is the case, we may ask that the parent to either stop or modify their volunteer activities. Ultimately, the needs of the child whilst in school must remain our priority.

Confidentiality

Whilst working in and around the school, volunteers may become aware of personal situations concerning children, parents or staff, such as medical or behavioural issues. All volunteers are asked to respect the need for confidentiality in all such matters.

Volunteers should treat their work within the school as if they were a member of staff and apply confidentiality accordingly. If volunteers have any concerns regarding a pupil, they should arrange to speak with the class teacher in the first instance and/or the office staff for further information or guidance.

Volunteers are not to discuss such matters with others, including the child's family. Neither should they discuss their child's work – without intention, this can cause anxiety for parents and build up resentment against other parents working in the school.

On no account are volunteers to make any photo/video/audio recordings of activities in school without the express consent of the Headteacher. The expectation of confidentiality also extends to discussion on social media of any matters relating to staff, pupils or activities within school.

Safeguarding Arrangements

Whilst an enhanced DBS disclosures is statutory for all employees throughout the school, the same is not the case for volunteers. The Governing Body recognises that safeguarding is of paramount importance and seeks to achieve an appropriate balance of ensuring safety for pupils with a desire for the school to continue to encourage parental involvement in the life of the school.

Therefore all governors, regular PFA members and regular parent volunteers are asked to complete volunteer DSB checks and may be asked to update these periodically in line with the school's safeguarding policy. This affords the school the opportunity to allow them the freedom and flexibility to carry out their activities throughout the school without direct supervision. Where parents and family members are invited into school for other infrequent activities, such as assemblies, sporting events, DBS checks are not required, but the school will ensure that they do not have unsupervised access to pupils.

The Headteacher has the authority to decline the help of any volunteers if he believes it will not be in the best interests of the children.

If any member of staff has concerns over the attendance or behaviour of a volunteer helper in school, they should notify the designated safeguarding officer at the earliest opportunity, setting out the reasons for their concerns. The matter will then be considered under safeguarding arrangements.

END OF DOCUMENT