

ADULT VOLUNTEER POLICY

Last reviewed: January 2015

Date for next review: January 2018



Ashton Hayes Primary School

Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



Adult Volunteer Policy

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1 Introduction

1.1 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.

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

1.2.1 Paid full- or part-time staff employed by the school:

- Teachers;
- Teaching assistants;
- SEN assistants;
- Site Maintenance Officer;
- Cleaners;
- Midday supervisors;
- School secretaries / Bursars;

1.2.2 Adult workers employed by another organisation:

- Peripatetic music teachers;
- Trainee teachers;
- LA advisers and inspectors;
- Health visitors;
- Grounds maintenance staff;
- Contract workers (for example an electrician or heating engineer).

1.2.3 Volunteer helpers:

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

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

2.1 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.

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

- Take full responsibility for all or some of the whole class;
- Independently 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.

3 Signing in

3.1 When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in system will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

4 Police checks and volunteer code of conduct

4.1 For the children's safety, all regular volunteer helpers are required to have police clearance before they work in the school. They are asked to complete DBS form, which is processed by the school and Local Authority. We also ensure that volunteers are known to the school or come through a reputable institution e.g. the local High School or university.

When a student works in the school from a local high school, they undergo a short induction process undertaken by the Headteacher or deputy Headteacher. This includes their responsibilities in the school, dress code etc. It also discusses the school's responsibility to them.

4.2 All volunteers must read a Code of Conduct relating to their time in school. (See Appendix 1)

4.3 The Headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children and/or school.

5 Deployment of classroom helpers

5.1 Some parent helpers choose to work in classes other than that of their own child. This largely depends on the reaction of the child and the judgement of the parent and teacher. We endeavour to place our helpers in the age groups and with the activities with which they are most comfortable.

6 Break times

6.1 Volunteers are welcome in our staffroom. Should you hear any information pertaining to the children this should be kept in strictest confidence though pupil issues are not usually discussed in the staffroom.

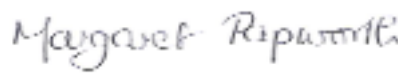
7 Monitoring and review

7.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher.

Last reviewed: January 2015

Date of next review: January 2018

Signed:  Headteacher

Signed:  Chair of Governors

CODE OF CONDUCT FOR ALL STAFF / STUDENTS / VOLUNTEERS WORKING AT ASHTON HAYES PRIMARY SCHOOL

We request that you read, this code of conduct as an indication that you agree to the principles it contains and in order for the school to function successfully:

- Treat all children equally and with respect. Respect gains respect. It is a two way process.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Conversations that you hear or are part of that relate to children or staff must remain confidential.
- The progress/difficulties of individual children must not be discussed with others outside the school.
- For your own protection please make sure that you are never alone with one child. Please avoid all physical contact with the children.
- Unless you are employed to work with the children you must not discipline them under any circumstances. Report any issues to a member of the teaching staff to be dealt with appropriately.
- You may witness inappropriate behaviour that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this, as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Headteacher.

* * * * *

I have read the Code of Conduct and agree to abide by the principles it contains.
By accepting a visitor badge and entry to the school, you are agreeing to abide by these conditions.

The school's safeguarding policy is available upon request.

If you require further information or clarification:

The school's Headteacher and Safeguarding Lead is Mr Matthew Hover
The school's Designated Safeguarding Teacher is Mrs Vanessa Cuthbert
The school's Chair of Governors is Mrs Margaret Papworth