

Volunteers in School Policy – February 2011

Donington Cowley Endowed Primary School actively encourages the involvement of parents and other members of the community in enhancing experiences of children and young people within its school

To ensure the health, safety and enjoyment of everyone involved we have drawn up this adult helper's policy with the following appendices:

- ❖ Appendix 1 – Classroom Helpers Procedures for Teachers
- ❖ Appendix 2 – Classroom Helpers Guidelines
- ❖ Appendix 3 – School Letter/Volunteer Form for Parents
- ❖ Appendix 4 - Volunteer Indemnity

Adult Helpers Policy

When working with children it is imperative that the strictest standards of health and safety are maintained.

Volunteers: where there is to be contact with the children and in a supervisory capacity Enhanced Disclosure Checks **must be** done e.g. assisting in the classroom, swimming.

Responsibility and Discipline

The role of the helper is one of support to the class teacher; however, the teacher remains responsible for all pupils. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at all times. We expect children to behave with the same respect and politeness to any visitor/helpers in the school, as they would staff members.

Confidentiality

It is essential that all helpers appreciate and support the necessity for confidentiality. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to helpers spending time in school. In addition to this helpers must sign a 'helpers in school' agreement, detailing that they have read and understood the guidelines. Involvement of helpers in class is an optional arrangement and as such will be undertaken only if the individual class teacher feels comfortable about doing so. As this arrangement is by mutual agreement, both staff and helpers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in school by helpers is as enjoyable and beneficial as possible. We endeavour to involve helpers as fully as possible in school life whilst ensuring safe boundaries for all involved.

Guidelines for Helpers in School

We welcome parents and friends to become involved in school life, particularly to share interests, experiences or skills with the children. To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

Do:

- ❖ Sign in when you arrive at school
- ❖ Ensure you are clear as to your role and that you have discussed the activities to be carried out with a teacher and filled in a 'Helpers' form.
- ❖ Work at the children's level – both in conversation and in physical size
- ❖ Discuss the task in hand and keep the children focussed
- ❖ Encourage children to adhere to class/school rules
- ❖ Help children finish and tidy up after a task
- ❖ Direct a child to the teacher if you are unsure of something
- ❖ Encourage independence, use questions such as 'what do you think you should do next?'
- ❖ Encourage children to work quietly, reinforce this by using a quiet voice yourself
- ❖ Encourage children to move quietly and calmly within the school without running
- ❖ Use appropriate language

Don't:

- ❖ Take children out of the room without a friend and **never** accompany them to the toilet
- ❖ Help a child change their clothes whilst alone with them
- ❖ Hold on to or strike a child
- ❖ Reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or situation do not hesitate to approach the teacher immediately.

Confidentiality

CONFIDENTIALITY - It is of extreme importance that everyone working within the school setting adheres to strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, we ask if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss it with the teacher or Headteacher before you leave.

As stated previously these guidelines are to ensure the health, safety and enjoyment of all concerned. If you feel that you can work within these guidelines, please fill in and sign the form below.

Thank you for being involved and participating. We hope you enjoy helping us!

Appendix 3

To be completed by all volunteers after reading guidelines and then retained on file.

I have read, understood and agree to work within the School Guidelines for 'Helpers in School'

Signed _____

Printed _____

Date _____