



Adult Volunteer Policy 2024

Date Issued:	May 2024
Prepared/Reviewed by:	Deputy Head Teacher
Review date:	May 2026
Date Adopted by Governing Body:	May 2024

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 over-riding concern is for the safety and wellbeing of the children in our care and this underpins our acceptance of volunteers in school. This document sets out our 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 and protection.

Adults in School

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;
- SEN assistants;
- site manager;
- cleaners;
- dinner supervisors;
- school administrators.

Adult workers employed/supervised by another organisation:

- peripatetic music teachers;
- trainee teachers/students;
- LA advisers and inspectors;
- health visitors and other medical support staff;
- specialist staff supporting and assessing children with SEND;
- grounds maintenance staff;
- teaching assistant students;
- contract workers (for example an electrician or heating engineer).

Volunteers:

- parents or other adult helpers working alongside teachers;
- teaching assistant students;
- sixth form/secondary school students on work experience.

This policy sets out the arrangements for **volunteers only** which includes parents and other adult helpers/students.

Volunteers

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

- supporting individual pupils with tasks and activities;
- hearing pupils read;
- helping with classroom organisation and preparation;
- helping with the supervision of children on school trips;
- helping with group work;

- helping with art or subjects involving other practical activities.

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

- take responsibility for all or some of the whole class;
- change 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.

Application Process

We welcome application from all members of the local community, including parents and grandparents. However, regular volunteer placement (weekly or more) will require volunteers to complete a volunteer application form and references. Acceptance for a position will also depend on the outcome of checks carried out by the Disclosure and Barring Service (DBS).

Police checks

For the children's safety, all volunteer helpers are required to have DBS clearance before they begin work in the school. The Head Teacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

Signing in

When volunteers arrive in the school, they must sign in at the main administration office. They will be supplied with appropriate identification, which they should wear at all times in school. The signing-in process will give the date and time of their arrival. They must also sign out, stating the time they are leaving, and return their badge sticker.

Deployment of classroom volunteers

It is the policy of the school that parent volunteers, who come into school regularly, do not support in their own child's class (except in exceptional circumstances) as this can be distracting for the child and may place the class teacher in an uncomfortable situation. Volunteers will be asked to support in classes where there is the most need for individual support.

On occasion, curriculum initiatives such as art and craft days or school visits will necessitate the involvement of parents alongside their own child. This is acceptable short-term practice and DBS checks are not required.

The Head Teacher maintains a record of volunteers in school, their allocated position in school and attendance times. All people who offer their service as a volunteer should be referred to either the Head Teacher or Deputy Head Teacher in the first instance.

Monitoring and Review

The day-to-day monitoring of this policy is the responsibility of the Head Teacher. The Head Teacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by the governing body every two years or earlier if necessary.

This Policy will be reviewed in 2026

Changes made:

2024

- Page 3- Removed the words “very young” from-change very young children, or supervise them changing.
- Page 3- added (except in exceptional circumstances)