



Holbrook Primary School

The Way We Do It!

Procedures for Volunteer Helpers

Reviewed September 2018



At Holbrook:

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 overriding concern is for the safety of the children in our care. This document sets out our school's procedures, 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.

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 working in the school:

- Teachers
- Teaching assistants
- Learning mentors
- Nursery nurse
- Caretaker
- Cleaners
- Dinner supervisors
- School secretaries/office staff
- Sports coaches
- ICT technician
- Peripatetic music teachers
- Trainee teachers
- Local authority consultants and Improvement Advisors
- Health visitors
- Social workers
- Grounds maintenance staff
- Contract workers (e.g. an electrician or heating engineer)
- School Improvement Partner (SIP)
- Visiting teachers

Volunteer helpers:

Parents or other adult helpers working alongside teachers and students on work experience or college placements

As part of the Safeguarding Protocols adopted by the school in line with Government and Local Authority advice, the following criteria applies to all placements in the school:

Pre-18 Placements:

- Letter/CV of enquiry
- Reference/recommendation required from current school/college/meeting with DHT
- Confirmation of your identification will need to be verified by items such as:
- Passport
- Birth certificate
- Bank statement or similar

The above identification will need to include verification of your address and photo id. Liaison with the pupils school is essential.

Adult Placements/Volunteers:

- DBS check to be completed
- Confirmation of your identification will need to be verified by items such as:
Passport
Birth certificate
Driving licence
Bank statement or similar
- Risk assessment for non DBS volunteers / work placements

The above identification will need to include verification of your address and photo id. Please submit copies of current/relevant qualifications.

You will be able to start your placement in school once your reference/DBS/verification of your identification has been confirmed. The school will support you with the process of applying for a DBS.

There are a number of policies available on safeguarding. These are available for you to read on our school website. The Deputy Head will share with you a summary of the safeguarding policy.

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

Volunteers will be reminded of the importance of confidentiality in school. They should not discuss individual teachers, other staff, children or their families outside the workplace.

Deployment of classroom helpers.

It is the policy of this school that parent helpers do not support in their own child's classroom (unless they are taking part in a school trip or preparing for a performance) as this can be distracting for the child and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

Job Description

- Activities you may be asked to undertake during your time in school could include:
Working with a group of children
Listening to children read
Preparing resources
Photocopying
Supporting the year group staff
Assisting with displays

Our expectations of you:

We expect a commitment from you during your time here to work alongside your year group colleagues, supporting the children as you are directed and at the specified time and days of work.

Any information you do hear about any child/adult in school should be treated as extremely confidential. However, if you find out information about a pupil which might be important or relevant to their teacher, please inform them or another member of staff if necessary.

We would appreciate it if you would come dressed as if you were at work i.e smart, but comfortable clothes and appropriate footwear.

If you are unable to attend on any of the days you are expected, please telephone 02476 688947 by 8am to let the school know. (You may text your class teacher if you wish but please ensure you have followed the above protocol first). Thank you.

IMPORTANT:

The children may have difficulty in knowing how to behave towards you. Keep a distance between yourself and the children, do not 'socialise' with the children at break times and only discuss appropriate subjects with them. Please use appropriate language for the age of the children here.

Do not leave yourself open to 'accusations', by making sure you are not alone with a pupil at any time and DO NOT swap contact numbers or email addresses with any of the children, even if you know them. Do not engage in online networking forums with pupils or parents. This is to protect you.

Thank you for offering to spend time at Holbrook. If you are unsure about anything just ask. The Volunteer and Placement Co-Ordinator is Michelle Harris.

APPENDIX 1

Holbrook Primary School

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer: _____

Date of Birth: _____

Other names known by (including maiden names): _____

Address: _____

Previous address if less than five years

Phone: _____

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Deputy Headteacher

(This information may be included in a letter of application instead)

APPENDIX 2

Holbrook Primary School

VOLUNTEER Agreement

Thank you for offering your services to Holbrook Primary School. Your offer of help is gratefully appreciated.

I have received, read and understand the School's volunteer Policy.

I understand and will treat any information that I learn from being a volunteer in school as confidential.

I understand that to be a volunteer in school, I must bring in photo documentation to prove my identity and address.

I understand that for occasional volunteering, I must follow the risk assessment to the letter.

I understand that for regular volunteering, I must complete and undergo a DBS check to advise the school as to my suitability to be a volunteer.

Having read all of the above, please sign the following agreeing to the terms and conditions.

Signed _____

Name _____

Date _____

Holbrook Primary School

Off-Site visits Volunteer Agreement

- School trips are an integral part of our school life and offer children opportunities that are outside of their normal experiences.
- We welcome volunteer support and believe that this is an important role in the success and safety of school trips.

Role of the Volunteer

- To be responsible and look after all children in the given group.
- To stay with your allocated group of children at all times, ensuring that their well-being and safety is maintained for the duration of the trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public, we are all ambassadors of our school!
- To ensure that your group stays with and keeps up with the school party at all times.
- To contact the class teacher / member of staff if there are any issues with first aid or behaviour.
- Working alongside school staff.
- **To return all paperwork related to the trip and group to the group leader in line with GDPR confidentiality.**

School staff expect volunteers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children's learning by helping them to read signs / labels/ information, asking questions that encourage children to think about the task and help to explain areas of misunderstanding.
- Follow guidance from the school staff.

Volunteers should not:

- Bring other siblings on the school trip
- Re-organise groups on a school visit
- Take photographs of children
- Buy their group items other than those instructed to buy by the visit group leader.

First Aid

- You will be informed of any medical needs of children in your group.

Emergencies

- You are expected to inform a member of staff immediately of any emergencies.
- If you become separated from the rest of the group, you must telephone one of the staff on the trip or contact school immediately.

I have read and understand the above policy fully

I will support the young people in enjoying the trip and actively contribute to the smooth running of the trip

I will treat any information I may hear about children as confidential, I will not discuss any information and will return all paperwork to the group leader at the end of the trip

If there is a safeguarding issue, I will report this to the trip leader immediately, who will then inform the safeguarding lead in school

Signed _____

Name _____

Date _____