



## Holbrook Primary School

The Way We Do It!

### Procedures for Volunteer Helpers



#### At Holbrook:

**We expect** all children to work hard to be successful learners and achieve their personal goals.

**We expect** parents to work in partnership with us, so that children are happy and successful in their learning.

**We expect** all staff to know their children well, have high expectations and ensure that whatever their background, disadvantage or difficulty they achieve their best.

**We expect** governors and partners to our school, to know our school well, so that they can help us on our journey from good to outstanding.

**We offer** learning that is challenging and tailored to meet every individual child's needs.

**We offer** a curriculum that is creative, exciting and places a high value on learning beyond the classroom.

**We offer** a curriculum that is designed to enable children to be confident communicators.

**We offer** a safe, secure and health promoting school, that celebrates our diverse community.

**We offer** a cohesive, supportive learning community of staff, parents and governors which places sharing expertise, further learning and professional development at the heart of what we do.

#### 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
- 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:**

- CRB check to be conducted through “volunteer status”
- Confirmation of your identification will need to be verified by items such as:
- Passport
- Birth certificate
- Driving licence
- Bank statement or similar

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/CRB/verification of your identification has been confirmed. The school will support you with the process of applying for a CRB.

There are a number of policies available on safeguarding. These are available for you to read on our school website.

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. Refer to Child Protection Policy.

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. Please complete the attached questionnaire at the end of your placement and return to Michelle.