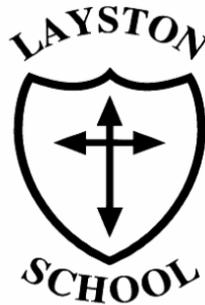




Layston C of E First School



Volunteer Helpers Policy

Loving to learn, Learning to love. For every child a chance to shine

Reviewed

September 2022

Next review due

September 2024

Policy Review

This policy will be reviewed in full by the Governing Body bi-annually.

The policy was last reviewed and agreed by the Governing Body on .09.22.

It is due for review in Summer Term 2024 (up to 2 years from the above date) by the Governing Body.

Signature: .. *A McMurrough*..

Date: .. .09.22..

Head Teacher

Signature: .. *C. Wilson*..

Date: ...09.22.

Chair of Governors



Introduction

At Layston School we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school.

Aims of Volunteer Helpers Policy

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

For the purposes of this policy, volunteers are defined as people 'helping with school activities'.

Our Volunteer helpers include:

- Members of the Governing Body
- Parents or other adults working alongside the teachers
- Students on work experience
- Teacher training students
- Friends of Layston
- Local residents

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Supporting groups of children during forest school sessions
- Walking with classes to our local church
- Walking with classes to the local swimming pool
- Helping with supervision of children on school visits
- Working with small groups of children
- Supporting art or other practical subjects (cooking etc.)
- School discos
- Running after school clubs

Volunteer helpers are not allowed to do the following activities

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

The responsibility for the health and welfare of the children remains with the class teacher at all times

Safeguarding Checks

It is Hertfordshire County Council (HCC) policy that all staff and volunteers who work directly and regularly with children will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

Volunteers not requiring an Enhanced Disclosure

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. school fete, parents in school days etc. who do not have unsupervised access to children.

It is anticipated that all volunteers at Layston School are likely to be in Regulated activity at some time, so will need to obtain an enhanced Disclosure.

Becoming a volunteer

Volunteers will be asked to attend the volunteers in school induction meeting and will be asked to read the schools safeguarding policies (which can be found on the schools website,). They will also need to complete the volunteer's agreement protocol which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Signing in

When any helper arrives in the school they must sign in at the school office, indicating arrival time and class visiting. A visitor/parent helper badge must be worn at all times in school.

Volunteers must also sign out and state the time when they are leaving the school premises.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

Deployment of Parent Helpers

Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team.

VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school safe guarding policies with you (available on the school website)
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Read the school safeguarding policies and inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Layston First School
- Read the Volunteer Policy

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed:..... Date:

Layston First School Off-Sites Visits Volunteer Agreement

School visits are an integral part of learning at our school. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of the school trip.

Please read and return this form and sign and return the helpers slip. This is part of our schools safeguarding arrangements.

Role of the volunteer helper

- To be responsible for and look after all of the children allocated in your group
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the whole of the school trip
- To promote polite respectful and courteous behaviour towards each other and members of the public
- To contact your child's class teacher if there are issues with first aid, safety, and/or behaviour

What is not permitted - volunteer helpers are not allowed to:

- Bring additional siblings on the school visit
- Smoke, vape or drink alcohol
- Take photos of the children using your own device
- Use mobile phones unless it is an emergency
- Buy treats for their group before, during the school visit

First aid

All members of staff have undertaken first aid training. You will be informed if any child in your group has medication needs. All medicines and first aid box will be carried by staff

Emergencies

You are expected to inform a member of staff as soon as possible. If you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the volunteer policy.
- I agree to the terms and conditions stated in the policy
- I will support the children in enjoying the trip.
- I will treat any information I may hear about children as confidential and will not discuss this out of school.

Signed:

Date: