



South Otterington C of E Primary School

Parent/Volunteer in School Policy



We believe that parents and carers can add enormous value to our children's learning and this policy represents the agreed principles for Adult Volunteers and Student Placement throughout the school. This policy has been agreed by Governors and the Headteacher.

Aims

To provide parents/staff and volunteers with clear expectations, induction and guidelines for working within the school

To encourage the wider community to engage with pupil's learning, to raise standards of achievement and promote community cohesion.

Introduction

We want our school to be an open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to assist teachers in a variety of ways. However, our over-riding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and we are provided at the same time with the best possible security.

Volunteers:

- Parents or other adult Volunteers working alongside teachers

Work Placement Students:

The school supports community initiatives and provides places for students from local secondary schools and colleges to help in classroom based learning.

- Students on work experience

Students/ Volunteers support the school in a number of ways:

- Helping with supervision of pupils on school trips.
- Helping with practical activities
- Supporting children in the classroom
- Helping with group work
- Helping with classroom jobs eg book bags.

Students/ Volunteers are NOT allowed to do the following activities:

- Take responsibility for all or some of the class.
- Supervise pupils changing without a teacher present.

- Take pupils off the school site without a teacher in charge.

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

Induction

Each Volunteer/ Student will be asked to attend an Induction meeting with the Headteacher. The meeting will conclude with an introduction to the Admin office who will carry out the necessary safeguarding checks.

Signing in

When any Volunteer arrives in school they must sign in at the reception desk and collect an identity badge, which must be worn at all times. Volunteers must also remember to sign out, return their badge and state the time they are leaving the site.

Confidentiality

All Students and Volunteers must adhere to our confidentiality and conduct expectations. As you are in a privileged position when working with our children, it is an expectation that you must respect their privacy when party to any knowledge concerning them.

Deployment of parent Volunteers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Volunteers will be asked to support in classes where there is the most need for help with certain aspects in the classroom.

Health and Safety

The school has a Health and Safety Policy and this is available on the school website. Class teachers must ensure that Volunteers are clear about emergency procedures eg emergency drill and about any safety aspects associated with a particular risk eg accompanying on trips, equipment in school. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher. Volunteers should be dressed appropriately when in school.

Safeguarding

Designated Officers: Miss A Gledhill and Mrs B Parker

- For the children's safety, all regular adult volunteers are required to have an enhanced Disclosure and Barring Service check before they work in school. All details about regular Volunteers will be kept on the Single Central Record.
- Volunteers who are helping the school on an occasional basis eg school visit/PFA event are not required to have an enhanced police DBS clearance. However, these Volunteers must be supervised by a member of staff at all times and not left alone with any children.
- The HT has the authority not to accept the help of volunteers if he/she believes it will not be in the best interests of the children.

- Work placement students under the age of 18 are not required to be DBS checked and will be supervised at all times.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the HT for investigation. Any complaints made by a Volunteer will be referred to the HT.

A copy of our Complaints procedure is available on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed in line with the current policy review system through the Governing Body. The day to day monitoring of this policy is the responsibility of the Headteacher.

Signed *AEBGledhill*

Date: September 28th 2018

Headteacher

Signed: *IJuden*

Date: 15th October 2018

Chair of Governors

