



# **School's Voluntary Helper's Policy**

Reviewed September 2023  
Review date: September 2026

## **Policy for Voluntary Helpers in School**

### **Who May Volunteer**

Voluntary helpers may include parents, governors and other members of the community. People may write to the head teacher asking for a volunteer placement in school.

Regarding parent volunteers, we don't feel that it would be in the best interests of the child, or the wider class or the parent, if they were to work in the same class as their own child. Therefore, any parent volunteers are welcome to apply but if the application is accepted, we would place the parent in a class that is not their own child's setting.

### **The Role of Volunteers**

The school will regularly use voluntary helpers to enhance the curriculum (e.g presenting an assembly), to provide support for staff and children in a range of activities (e.g listening to children read) and to support out-of-school activities (accompanying children on a visit).

### **Managing & Supporting Volunteers in School**

***The Assistant Headteacher – Amy Kirk is responsible for overseeing the induction and organisation of volunteers in school.***

- Volunteers in school should ask permission before proceeding. For example they may ask a member of staff who would then approach the senior leadership team. They should then complete an application form.
- An Induction Record containing relevant policies and protocols is shown to all volunteers on their first day and volunteers are asked to sign to show that they have had induction training. This includes the Confidentiality Policy and Safeguarding Policy. This is extremely important so that a voluntary helper knows what to do and who to go to if they have concerns about any child.
- At all times voluntary helpers should be clear as to what is expected of them. They will be expected to understand and work within all school policies, in particular, safeguarding, confidentiality, equal opportunities and behaviour and discipline.
- Volunteers will be asked to complete an application form and will sign to say they have read and agree to the given policies and procedures in school. The assistant head teacher (Amy Kirk) will keep a record of all volunteers in school.
- If a volunteer is regular (ie more than helping on a trip, 2-3 days in school) then they should complete a DBS application, which the school would pay for. If volunteers have not completed a DBS check then they must only work with children in sight of another member of staff working in school
- If volunteers are recruited by another organisation to work in our setting, we must obtain written assurance that the person has been properly recruited and vetted, and obtain an agreement in respect of supervision and support for the volunteer.
- Voluntary helpers will be required to work within the school's health and safety policy and LA guidelines. They will wear a 'Visitor' badge or lanyard at all times which must be collected from the school office and returned at the end of the day and must sign out.
- The recruitment and use of voluntary helpers will be carried out with attention to the school's Equal Opportunities Policy.
- All prospective voluntary helpers will receive a copy of this policy as part of their induction.

### **What Volunteers are not asked to do (this list is not exclusive)**

Voluntary helpers will not be used to carry out tasks which are the professional responsibility of school staff for example:

- Marking children's work
- Undertaking break duties
- Attending professional development meetings
- Administering first aid
- Using CPOMs
- Telephoning parents & carers
- Undertaking personal/intimate care