Eversley Primary School
Policy on Adult Volunteer Helpers

(see also Parent Partnership Policy and Visitors Policy)

Introduction

We want Eversley Primary School to be open and welcoming to all who would like to support our 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 policy, 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.

Safeguarding

For the children's safety, all volunteer helpers must have an enhanced DBS (Disclosure and Barring Service) check before they work in the school. The school holds a record of all adults with a current DBS, both those employed by the school as well as regular volunteers. Volunteer Helpers are required to commit to regular support in school and the disclosure only remains valid if there has not been a break in service of more than three months.

Volunteer Helpers

Applications must be made via the school office and applicants are required to complete:

1. Eversley Primary School Volunteer questionnaire
2. London Borough of Enfield Volunteer Application form – including names of two referees
3. Declaration of Unspent and Relevant Spent Criminal Offences
4. On-line DBS check – and provide the school with photographic proof of ID and two documents of proof of address

On satisfactory receipt of two references and clear DBS check, the school will advise where and when your help would be best deployed.

Volunteer helpers support the school in a number of ways, including:

- Supporting individual pupils

- Hearing pupils read
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with subjects involving other practical activities

Volunteer helpers are not allowed to do the following activities:

- Change children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge

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

The Headteacher reserves the right not to accept the help of volunteers if she believes it will not be in the best interests of the children.

Confidentiality

It is important that all volunteers respect the need for confidentiality. Issues observed, overheard or discussed, referring to pupils and staff must remain confidential and should not be discussed outside of school.

Signing In

When volunteers arrive in the school they must sign in at the office. They will be given a visitors badge which they should wear at all times. At the end of their session they must sign out, stating the time they are leaving.

Deployment of classroom helpers

It is the policy of the school that parent helpers do not support in their own child's classroom or year group, as this can be distracting for the child. They will be asked to support in classes in which there is the most need for individual or specific support. Due to confidentiality, we ask that volunteers do not use staffrooms at break times, but are offered refreshments in the classroom instead.