



## **Policy on Adult Volunteer Helpers**

### **1 Introduction**

We want St. Mary & St. Thomas Aquinas 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 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.

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 employed by the school:

- teachers;
- teaching assistants;
- site manager;
- cleaners;
- dinner supervisors;
- school admin staff;
- instructors / coaches

Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience.

This policy sets out the arrangements for volunteer helpers only.

### **2 Volunteer helpers**

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 visits;
- helping with group work;
- helping with art or subjects involving other practical activities.

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- accompany 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.

### **3 Signing in**

When helpers arrive in the school, they must sign in at the main school office and wear a school visitor badge. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

### **4 Police checks**

For the children's safety, volunteer helpers may be required to have police clearance (DBS) before they work in the school.

The headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

### **5 Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the governors annually.

Policy updated: September 2023

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