

Manor Park Primary School



Volunteer and Work Placement Policy

Date of last review:	September 2023
Shared with staff:	September 2023
Shared with Governors:	September 2023
Frequency of review:	Bi-annually
Date of next review:	September 2025

Manor Park Primary School

Adult Volunteer and Work Placement Policy

(also see policies on Safeguarding Children, Use of photographic and video images)

1 Introduction

1.1 We want our 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.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers
- teaching assistants
- learning mentors
- nursery nurse
- caretaker
- cleaners
- dinner supervisors
- school secretaries / office staff
- sports coaches
- club leaders
- ICT technician
- Instructors

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers
- trainee teachers
- Local Authority consultants and Improvement Advisors
- health visitors
- social workers; grounds maintenance staff
- contract workers (e.g. an electrician or heating engineer)
- School Improvement Partner [SIP]
- Therapists i.e. SALT
- Advocacy i.e. Barnardo & NSPCC
- School Nurse
- Family Support Workers i.e. Children's Services & Family Hubs
- Police

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers
- students on work experience or college placements

This policy sets out the arrangements for volunteer helpers only

2 Volunteer helpers

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

- supporting individual pupils
- hearing pupils read
- helping with classroom organization including preparation for performances
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities

2.2 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
- take children off the school site without a teacher in charge
- be in an isolated space with a child

All volunteers must be DBS checked and evidence of the certificate must be shown on their first visit to the school, together with proof of address. All volunteers remain under the direct responsibility of a named member of staff when on-site.

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

3 Signing in/out

3.1 When volunteers arrive in the school, they must sign in at reception using the Inventory system. All visitors will be given a badge, which must be always worn & displayed.

Volunteers will sign out in the same way they signed in so we are aware who is on-site at all times.

4 Safeguarding Children

4.1 For the children's safety, all regular volunteer helpers (those who are volunteering in school more than three times in a calendar month) are required to have police clearance through an enhanced DBS check before they work in the school. New volunteers to have a barred list check.

4.2 The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

4.3 Volunteers will be reminded of the importance of confidentiality in school. They should not discuss individual teachers, other staff, children or their families outside of the workplace.

4.4 Regular volunteers, more than three times in one calendar month, are required to undertake safeguarding training annually.

5 Deployment of classroom helpers

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, (unless they are taking part in a school trip or preparing for a performance) as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher.

6.2 This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.