

Northern Parade Schools – Volunteer Helpers



| Date | Review Date | Coordinator | Nominated Governor |
|----------|-------------|----------------|--------------------|
| May 2017 | May 2020 | Associate Head | Chair of Standards |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- Equality Act 2010
- Education Act 2011

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Framework for School Inspection (Ofsted)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Parent View Toolkit for Schools (Ofsted)
- Review of the Best Practice in Parental Engagement: Practitioners Summary (DfE)
- School Inspection Handbook (Ofsted)
- Schools and Parents (Ofsted)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We encourage the involvement of parents and other members of the community to act as volunteer helpers and help to enhance the experiences of the children within this school. We recognise that when parents are involved, children do better in their education.

We work positively to promote an ethos of partnership within the school. Such involvement by parents and other members of our community will benefit the whole school community as it will enrich the curriculum.

We understand that all volunteers provide their time and commitment free of charge and we cannot expect them to commit to a regular working pattern or to a regular number of hours per week. Volunteers must understand that there is no commitment by the school to pay them for their services.

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We believe the role of the volunteer helper is one of support to the class teacher. At all times the class teacher is responsible for pupil discipline and behaviour within their class. Pupils must show the same respect and politeness to all volunteer helpers and other school visitors as they would do all school personnel.

We expect all volunteer helpers to adhere to strict standards of confidentiality and to sign a confidentiality agreement before they work in this school. All volunteers are instructed to report any safeguarding concern they may immediately to either the Designated Safeguarding Lead or to their mentor.

Before commencing work in this school, all volunteer helpers will have a Disclosure and Barring Service check.

We as a school community have a commitment to promote equality. Therefore, an A impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To enrich the learning environment and give more opportunities for pupils to engage with adults.
- To promote an ethos of partnership within the school.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to coordinate Links with the Community;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;

Role of the Executive Headteacher and Leadership Team

The Executive Headteacher and the Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure Disclosure and Barring Service checks are undertaken;
- ensure that all volunteers are aware of the volunteer agreement which clearly states that their time and commitment are free of charge to the school, that the school will reimburse them any actual expenses incurred and that this agreement is not a contract of employment;
- make effective use of relevant research and information to improve this policy;

Role of the Coordinator

The coordinator will provide the following guidance to adult volunteers prior to them working in school:

- To work under the direction of the class teacher.
- To provide support to the class teacher.
- To report to the school office on arrival and sign in.
- To sign out on leaving.
- To always wear a visitor's badge.
- To be clear of the role.
- To discuss the activities to be carried out with the teacher.
- To always work at the children's level both in conversation and in physical size.
- To discuss the task in hand and keep the children focused.
- To encourage children to work quietly.
- To converse with the children using a quiet and clear voice.
- To encourage children to adhere to the class rules.
- To understand that the teacher remains responsible for all the pupils.
- To understand that the ultimate responsibility for discipline lies with the teacher at all times.
- To use appropriate language.
- To develop children's enquiry skills by asking questions about the task and encourage them to ask questions and offer explanations.
- To be discreet at all times.
- To inform the teacher, after working with children in the school, of any concerns you may have.

The coordinator will also:

- lead the development of this policy throughout the school;
- organise the deployment of adult volunteers throughout the school;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- undertake risk assessments when required;

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be informed of the guidance given to adult volunteers;
- ensure that the adult volunteer is familiar with the layout and organisation of the classroom;
- ensure that the adult volunteer complies with the guidance given;
- monitor and evaluate the effectiveness of the involvement of the adult volunteer;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

Role of Adult Volunteers

Adult volunteers will:

- adhere to the guidance given by the coordinator;
- work in school by supporting individuals or groups of children at the discretion of the class teacher;
- be trained in their role as adult volunteers;
- Disclosure and Barring Service checked;
- sign a confidentiality agreement.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be polite and well behaved at all times;
- listen carefully to all instructions given by the teacher / volunteer helpers;
- ask for further help if they do not understand;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be encouraged to take an active role in the life of the school;
- be encouraged to work in school as volunteers;
- be asked to take part in periodic surveys conducted by the school;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such as end of half term newsletters

Training

All school volunteer helpers:

- receive training on induction which specifically covers:
 - All aspects of this policy
 - Confidentiality
 - Disclosure and Barring Service Checks
 - Fire Safety
 - Health and Safety
 - Risk Management and Risk Assessment
 - Safeguarding and Child Protection

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- Equal opportunities
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Linked Policies

- Confidentiality - Parent Involvement
- Disclosure and Barring Service Checks
- Equality
- Fire Safety
- Health and Safety
- Safeguarding and Child Protection

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| Headteacher: | | Date: | |
| Chair of Governing Body: | | Date: | |