

Sonning Common
Primary School

**POLICY
STATEMENT
ON
VOLUNTARY
HELPERS**

Policy 61 Version 1
Spring 2003

POLICY ON VOLUNTARY HELPERS

CODE OF PRACTICE FOR VOLUNTARY HELPERS IN SCHOOL

We welcome voluntary helpers in school to support the work of the teachers and provide assistance individually to pupils. Voluntary helpers greatly assist in the education of our pupils and make a valuable contribution to the life of the school.

Volunteers in Schools

Volunteers will not be used as a substitute for paid staff. Their involvement should be in addition to, rather than instead of, work done by employees.

Volunteers should meet the requirements of Health and Safety legislation.

Volunteers must not be put in a position where they alone are responsible for the security of children, school premises or equipment.

Volunteers should not have access to personal files of staff or pupils and to other personal information.

Legal Position of Volunteers

The Governing Body in accepting the service of volunteers is responsible for ensuring, as far as possible, the welfare, health and safety of volunteers. The Governing Body also recognises that they are responsible for the conduct and actions of volunteers when they are with pupils, on or off the school site.

Categories of Adult Volunteers

Parents or other adult volunteers who carry out duties in school on an unpaid basis.

Trainees or students spending time in school as part of their training course or gaining work experience.

Adults invited into school to provide input on a particular specialisation or area of experience.

Members of the Governing Body who are acting as volunteers.

Appointment of Volunteers

Our school procedure ensures that:

- Criminal Record Bureau clearance is required for volunteers
- Volunteers are informed of the school's Health and Safety policy by a summary on the back of the Helpers Form.
- Insurance cover is in place.
- Records are kept of volunteers' details - name, address, and date of commencement, nature of role and name of staff being assisted.

Exclusion Of Volunteers

There are certain areas where volunteers are not allowed to work nor have access.

These include:

- food handling, with the exception of curriculum-based work to small pupil groups
- where there is access to personal details of staff, pupils and families and any other area where confidentiality may be an issue.

Vetting of Volunteers

All volunteers must complete an initial information form, which includes, for the protection of the volunteers, basic information including the name of their G.P. (see Appendix 1).

Although obtaining CRB clearance for volunteers is not yet routinely required - as in line with L.E.A. recommendations, all volunteers, including those who are parents, will be subject to this clearance. While awaiting CRB clearance volunteers can work with children only under the supervision of a member of staff with CRB clearance. Volunteers who are not parents are also subject to personal reference.

Additionally, where there may be cause for concern, a medical reference may also be sought.

Volunteers will be thanked in advance for completing the volunteer forms, as they will be asked to appreciate that the welfare of our pupils is paramount.

Contact with pupils

Children should address volunteers as Mr., Mrs., Miss or Ms etc, not by their first names.

Volunteers should refer children who "step out of line" to the class teacher

At the end of the activity, it is the decision of the class teacher who clears away or tidies up.

Parents are not involved in directly working with their own child, unless the teacher particularly decides otherwise.

Parent volunteers are encouraged not to bring babies or younger siblings or other children into school whilst volunteering.

Contact with Staff

Volunteers are given a named member of staff who will act as a key contact person, Volunteers are invited into the community room for tea or coffee at break times.

All volunteers sign a Volunteer Helpers Form that states the importance of confidentiality.

A copy of this policy is available for all parents to read.

Health and Safety

Parent volunteer attention is drawn to the Health and Safety Policy of the school, on the initial Volunteer Helpers Form. Copies of this form are filed in the School Office.

Volunteer helpers should not be left with a class of children either in the classroom or the hall. Voluntary helpers are not allowed to supervise groups of children on the adventure playground or on PE apparatus, for Health and Safety reasons.

The class teacher should brief voluntary helpers involved in school trips accordingly to the Policy for School Trips.

Voluntary helpers are given specific advice and guidelines on the school's expectations in the Reading Policy and the Technology Policy (for cookery).

APPENDIX 1

TO BE COMPLETED BY THE VOLUNTEER

We would like to take this opportunity to thank you for your offer to assist in the school. You will be much appreciated by both staff and children. However, we would ask you to complete this form to help us discharge our obligations under Health and Safety legislation towards you whilst you are in school and to secure the safety of children. Any information will remain confidential. Your rights under the Access to Medical Reports Act will not be affected in any way.

SURNAME PREFERRED TITLE

FIRST NAME DATE OF BIRTH

ADDRESS.....

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.....

TELEPHONE NO. HOME WORK

RELATIONSHIP WITH SCHOOL E.G. PARENT/GUARDIAN

NAME AND ADDRESS OF FAMILY DOCTOR.....

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In the event of your becoming ill at school please give below the name and contact number of person/s who you would like contacted.

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Please provide details if you have any medical condition that may require emergency treatment, or could restrict the activities in which you become involved eg. Asthma.

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Have you or anyone in your family suffered from an infectious disease in the last 12 months? YES/NO

If yes, please give details

