



Weald of Kent Grammar School

Volunteers Policy – June 2018

We believe that parents and carers can add enormous value to student's learning opportunities. This is why we encourage parents and other adults to help the school in a variety of ways. Our policy is to ensure that students benefit from as much help and support as possible while being ensured of the safety and security of students in our care.

Aims

To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.

To encourage the wider community to engage with student's learning, to raise standards of achievement and promote community cohesion.

Volunteer helpers are:

Parents or other adults working alongside teachers and support staff. Volunteer helpers support the school in a number of ways:

- Supporting individual students within classrooms.
- Hearing students read.
- Helping with classroom organisation.
- Helping with supervision of students on school trips.
- Helping with group work.
- Helping with art or other practical subjects (i.e. cooking etc.). Volunteer helpers are not allowed to do the following activities:
 - Take responsibility for all or some of the class.
 - Supervise students changing.
 - Supervise students engaged in PE or other specialist activities.
 - Take students off the school site without a teacher in charge.
 - The responsibility for the health and welfare of the student's remains with the teacher at all times.

Signing in

When any helper arrives they must sign in at the main reception and collect a visitor badge which must be worn at all times. The helper must be accompanied/supervised by a member of staff wearing a red lanyard which signifies they have been cleared through the DBS checking process. The reception staff will note which class the parent/ helper will be visiting. Volunteers must also remember to sign out and state the time when they are leaving site.

Safeguarding checks

Volunteers who are supervised at a reasonable level are no longer eligible for a Disclosure Barring Service check as they are not undertaking regulated activity. A risk assessment will still need to be undertaken at the school to assess the level at which the volunteer is working. This should then determine the level of supervision they feel is sufficient to school provide reasonable assurance for the protection of children concerned, and to ensure this is ongoing, regardless of the length of time the worker has been doing the activity. For example a reading mentor who sits within a classroom and is supervised, so no barred list check would be required. If the reading mentor works away from the classroom and is unsupervised, they would be eligible for a barred list check as part of the regulated activity. If a parent has had any criminal convictions or allegations made against them, these must be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he/ she believe that it is not in the best interests of the students. Application forms for the disclosure and barring service are available from the HR Officer. The volunteers / helpers are expected to bear the cost of obtaining a disclosure

Other examples of volunteers not requiring a barring check

Volunteers or parents who accompany staff and students on one-off outings or trips that do not involve overnight stays. Those who help out at specific events e.g. school fete, Parents in school days etc, who do not have unsupervised access to students.

Confidentiality

We recognise that for staff and parents of other students to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers will be asked to sign a 'Volunteer Helpers Protocol,' (see attached) a copy of which will be kept in school.

Deployment of parent helpers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and review

The day to day monitoring of this policy is the responsibility for the Headteacher and leadership team. The Headteacher will report to governors on a regular basis the number of parent volunteers in school summarising their value and impact in supporting student's learning.

| | | | |
|--------------------------|--------------------------------|-------------------------|----------------------------|
| Authors: | Melanie Mercer | Date: | June 2018 |
| Next Review Date: | June 2021 | Link Governor/s: | Jeremy Dahdi Tim French |
| Ratified: | June 2018 FGB Meeting | | |

PROTOCOL FOR VOLUNTEER/ HELPERS IN SCHOOL

Please read and sign the document below to confirm your agreement with the schools expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the students.
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour.
- Ensure that the students you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the students you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task that you feel uncomfortable with.

Headteacher/ Class teacher: (Print Name) Signed:

Date:

I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper.
- Not look at or compare children's work, records or staff records.
- Not share any information about a child or member of staff with anyone outside the school.

Volunteer Helper: (Print Name) Signed:

Date: