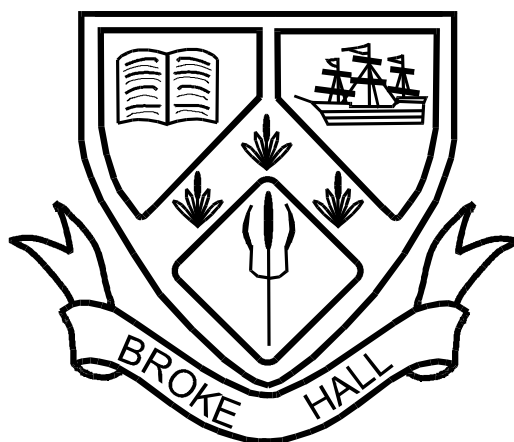


# Broke Hall Community Primary School



## Adult Volunteer & Helpers Policy

### Document Control

Version	Date	Author	Comments
1	Sept 2011	SLT & CDP committee	Reviewed at the start of this academic year by SLT. Updated by CDP.
2	Jan 2014		Reviewed CRB check updated to DBS
3	January 2015	J.Barr/I.Scott	Reviewed to include Staff Disclaimer Forms
4	March 2016	J.Barr	Reviewed & updated to include application process
5	May 2018	J.Barr	Reviewed & updated to include GDPR
6	November 2020	R.Fairs	Minor changes to reflect current practice
7	May 2022	R.Fairs	
8	February 2025	R.Fairs	

**Owner:** HT/Deputy Head/SLT

**Approver:** Personnel

**Statutory Policy:** No

**Review Cycle:** 2 Years - Summer Term

**Approval date:** 03.06.2025

Policy on Adult Volunteer Helpers

*This policy should be read in conjunction with the Trust's Data Protection Policy*

### 1 Introduction

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. The role they can play in supporting staff to deliver a high-quality education is invaluable.

Broke Hall is committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. We are committed to robust recruitment and selection procedures; this also applies to adult volunteer helpers to ensure that all staff and volunteers have been appropriately screened prior to appointment. All volunteers (who are not parents helpers) are asked to complete a volunteers application form (See appendix 1) and will attend an induction meeting with the deputy head. Class teachers will explain expectations to parent helpers.

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:

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

- teachers
- learning support assistants
- Family Liaison Officer
- premises staff
- school administration team
- mid-day supervisors
- IT support team

Adult workers employed by another organisation:

- trainee teachers
- teachers from other settings
- peripatetic music teachers
- educational advisers and inspectors;
- multi-professional colleagues representing Education, Health and Social Care;
- grounds maintenance staff;
- contract workers (e.g. catering, cleaning, electricians or heating engineer)
- staff employed by the Children's Endeavour Trust

Volunteer helpers:

- governors
- parent helpers working alongside teachers
- other adult helpers working alongside teachers
- students on work experience

**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:

- changing reading books
- listening to pupils read
- supporting individual or groups of pupils
- supervising children on school trips
- supporting pupils during art or other practical activities
- maintenance of resources
- being member of the HSA

2.2 Volunteer helpers **are not allowed** to do the following activities:

- take responsibility for all or some of the whole class.
- dealing with intimate care issues or supervise pupil changing for PE lessons.
- supervise children engaged in PE or other specialist activities.
- take children off the school site without a teacher in charge.
- whilst on school trips take a child or groups of children out of sight of a paid member of staff, unless authorised by the visit leader.

### **3. Recruitment**

All volunteer helpers are validated before being allowed contact with children. For the children's safety, all volunteer helpers (if they are to have repeated/regular contact with children, more than once a month) are required to have an enhanced DBS check, complete a Staff Disclaimer Form and attend Safeguarding Training.

Sometimes we are approached by volunteers from the local community. The minimum age for a person to apply for DBS is 16. Work experience students are treated as volunteers and as such the school carries out the frequency and intensity test, proceeding with DBS checks as appropriate. Work experience students are inducted by the DHT and are monitored by their secondary school/college in conjunction with the DHT/Class teacher. If the person is not known to the school they must provide two referees.

It is important as part of our enriched curriculum to have visitors eg themed history days or drama groups. In these situations their work is supervised by the class teachers and they are not permitted to have unsupervised access to children. Unless their visits are regular/repeated they will not require a DBS check. If the nature of their involvement changes we will review the need for a DBS check.

Where information is disclosed on a DBS, which of itself would not prevent contact with children, then the Headteacher will; complete the Risk Assessment Process Form and decide on suitability.

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. If the headteacher is not satisfied with a potential volunteer's intentions then their offer of help will be declined.

### **4. Confidentiality**

Volunteers in school are bound by a code of confidentiality.

- Any information that is disclosed by or about a pupil must be reported to the Designated Safeguarding Lead.
- No information about pupils should be taken outside the school.
- Volunteers must not speak directly to parents about a pupil's work or welfare.
- Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher.
- Volunteers are expected to agree to the terms on acceptable use as detailed in the Children's Endeavour Trust 'Acceptable use of the school's ICT Facilities and internet agreement for staff, governors, volunteers and visitors' (see CET website for copy).
- All volunteers will ensure mobile phones are switched off whilst on school site.

Volunteers' should be aware of the risks of using social networking sites. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute or which involve the disclosure of confidential information. Should this happen it would bring into question the volunteers suitability to work in the school.

### **5. Safeguarding**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- Any concerns a volunteer has should be referred to the designated senior lead or Head Teacher.

### **6. Induction**

Parent helpers are inducted into their role in the class by the class teacher. Parent helpers receive Safeguarding Training. The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and

report any obvious hazards or concerns to the designated Supervisor/Headteacher. The responsibility for the health and welfare of the child remains with the class teacher at all times.

#### **7 Deployment of Volunteer helpers**

Deployment of helpers in school is at the discretion and supervision of the class teacher. Their activities support the work of the children and the teacher. Sometimes these are with children, sometimes they are of administrative purpose. Volunteer helpers are often used on educational visits.

#### **8 Signing in**

When helpers arrive in the school, they must sign using the electronic security system. The machine will then produce a visitors badge which should be displayed prominently whilst volunteers are on school site. Volunteers must log out when leaving the school and dispose of the badge in the bin provided. This record is also used to monitor the frequency of helpers and ensure our training records are up to date.

#### **9. Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

#### **10 Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the Personnel Committee. This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

## **APPENDIX 1**

### **VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER**

Name of Volunteer: First Name.....Surname.....

Address: .....  
.....

Postcode.....

Phone: Home..... Mobile .....

If you have a child at Broke Hall School:

Name of child..... Class:.....

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes).

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School (please give details - continue overleaf if necessary)?

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office.  
**Your offer of help is greatly appreciated and we will be in touch as soon as possible.**

APPENDIX 2:

#### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Broke Hall Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken
- I have read, understood and signed the Children's Endeavour Trust 'Acceptable use of the school's ICT Facilities and internet agreement for staff, governors, volunteers and visitors' (see CET website for copy).
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase Leader

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_