



**Deanery C.E. Primary School**  
Academy Status

# **Policy for Voluntary Helpers in School (including Work Experience)**

**February 2017**

## **Policy for voluntary helpers in school**

### **Aims**

- To build positive relationships with all the adults who help in school.
- To value and utilise the expertise, talents and interests of adults who come into school.
- To enable the children to meet and work with a variety of different people
- To facilitate individual and small group work under the teacher's supervision and guidance.

### **Volunteers**

At the Deanery CE Primary School we welcome a variety of adults into school as voluntary helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic. All offers of help, whether to walk to St John's Church, support topics or visits or make copies or help generally in the classroom, is very much appreciated.

### **Recruitment**

In general, whenever needed, helpers are recruited at the beginning of each school year by means of a general invitation from the Head Teacher or through personal contact by the teachers. Some helpers may be new to school, others recruited from previous years. Class helpers in one year may stay with the existing class teacher. If parents are helping on a regular basis it is preferable for them not to work in the same class as their child.

If, during the year, other people ask to help in school they are always welcome. Similarly, if a need arises extra or specific help may be requested.

Adults help in school throughout the school day. They may be asked to help with a range of activities and tasks in and out of the classroom depending upon their need or preference and skills.

Volunteers will be given very clear guidelines by the staff for the activity with which they are required to help. It is for this reason that we ask if parents could arrive at least 5 minutes before each session begins in order for the teacher to give clear directions on the activity.

### **Confidentiality and Discretion**

We ask that all help is viewed in a professional manner. We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns.

Please do not be tempted to relay anything you have seen or hear in a classroom to other parents, we need to be assured that you will exercise total discretion in all respects (children's attainments, attitudes and behaviour) when you are helping in school. If you have any concerns at any time about the way a child has been treated, or any aspect of classroom or school practice, please raise the issue with a senior manager. If any other parent approaches you, about any matter in the classrooms, please do not discuss this in any way, but please refer their questions to the school.

### **Safeguarding**

#### **DBS Clearance**

All helpers who have regular contact with children will be asked to complete a Disclosure and Barring Service (DBS) Clearance Form in order for them to be 'police checked'. They may start work in the school once the clearance has been received and approved by the Business Manager.

Upon arrival at school, sign the 'Visitors – fire register' book located in the main office. A lanyard should be worn at all times whilst on the school premises. This contains specific information relating to child protection and other procedures.

### **Child Protection - Safety of our children**

We care for our children and their safety is paramount to us. On occasions, children do make comments that may cause you a concern. In such situations, an adult cannot promise to keep a secret. No further questions can be asked and the adult must immediately raise their concern.

If anyone says/sees anything that causes concern, please report it IMMEDIATELY to a teacher who will advise you of school policy.

Please ensure any possible 'Child Protection' (CP) issues are reported on the CP Form and the Designated Child Protection Officer informed.

### **Mobile phones**

Mobile phones are not permitted for use during the school day.

**The designated Child Protection Officer is Head Teacher – Mrs Jayne Luckett and Deputy Head Teachers - Mrs Kirsty Cullen and Miss Anita Morris.**

### **Break Times**

It is requested that helpers do not enter the staffroom during break, in order for staff discussions of a confidential nature to continue. Drinks will be arranged by the class teacher.

### **Interaction with children**

You should never be left in the classroom with the children on your own.

Children will sometimes 'push the boundaries' when with a new adult. If a little reminder does not elicit an immediate improvement, please refer the matter to the teacher.

We have very careful guidelines on physical contact with children:

Please remember not to initiate contact with children – let them take the lead, but discourage over familiarity.

If a child asks to go to the toilet, refer them to the class teacher rather than take them yourself.

If you are helping dress/undress for PE etc., encourage the child to do as much as possible for themselves.

No adult in school is permitted to remove/insert earrings.

Whilst you are in the classroom you will sometimes see children being disciplined. However sorry you feel for them, please do not give them any comfort or support. You will not always be aware of what has happened previously or the warnings that have been given.

**Any matter that is of concern should be discussed with the Head Teacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.**

### **Dress Code**

Whilst working in school adults are seen as role models for our pupils. Appropriate dress is important.

### **Work Experience**

Work experience is an important part of preparing students for employment. It enables students to learn about the world of work in a real life working environment. With this in mind Deanery is supportive of accommodating students from other schools and colleges wishing to undertake their work experience.

#### **Information Prior to acceptance**

It is the responsibility of the Deputy Head teacher to ensure the school receives adequate information on prospective work experience students prior to them being accepted as suitable

candidates to work with our pupils. Pupil safeguarding must be at the forefront of every decision made with regards to accepting students.

### **First Day Induction**

It is the responsibility of the Lead Mentor to ensure that any student invited into the school environment is given proper basic training / briefing on the following subjects for their own safety and that of school pupils and staff:

- ❖ Behaviour Management
- ❖ Child Protection
- ❖ Code of Conduct
- ❖ Confidentiality
- ❖ Dress Code
- ❖ Fire / Emergency Evacuation Procedure
- ❖ First Aid procedures
- ❖ Health and Safety
- ❖ Use of mobile phones

Students should be assigned to a mentor who will be their first point of contact during their time with the school.

### **Confidentiality**

During time spent at Deanery Primary School it must be stressed to students that all conversations and any documentation they may have access to is strictly confidential and should be treated as such.

### **Signing in**

Students must sign the visitors book each day on arrival and departure.

### **What students should do while on work experience**

As far as possible students should undertake real tasks to give an idea of the work carried out by teaching staff.

They should be offered a basic understanding of how teachers organise their day to meet the needs of the national curriculum.

Students should be encouraged to display any particular skills they may have to enhance pupils learning in the class they are working with wherever appropriate.

### **What staff mentors should do**

Staff must take responsibility for overseeing all tasks that any work experience student undertakes with pupils by ensuring students are;

- NEVER placed in a situation whereby their own safety or that of pupils may be comprised
- never left to work alone with pupils out of the vision of another member of staff
- given clear explanation of the duties expected of them
- encouraged to take an active part in a variety of learning activities
- given direction and advice to enable them to perform to the best of their ability
- offered opportunity to incorporate any specific talents they may have into lessons
- monitored with a view to offering feedback to their school work experience co-ordinator during a on-site visit

### **Student Restrictions while on work experience**

There are limitations to the type of work that students can experience whilst on their work experience with the school. Students must;

- ❖ NEVER put yourself in a position where you are left alone unsupervised with pupils
- ❖ only take pictures of pupils with the consent of the class teacher / mentor
- ❖ not use any language deemed unacceptable for our pupils
- ❖ ensure their clothing is suitable for the school environment
- ❖ It is requested that helpers do not enter the staffroom during break, in order for staff discussions of a confidential nature to continue. Drinks will be arranged by the class teacher.

### **Complaints / Concerns**

Any complaints or concerns regarding students during their time in the school should be immediately addressed to the Head teacher who will then make contact with the student's work experience co-ordinator.

Policy reviewed by Jayne Lockett  
Policy reviewed by Anita Morris Deputy Head Teacher

October 2015  
February 2017

Presented to the Governing Body

## **Deanery CE Primary School**

### **Helper's Agreement of Conduct**

Working with other people's children is a privilege with responsibilities. Teachers and helpers will work together as a partnership for the benefit of the children in our school.

Whilst helping in school, volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr. Miss or Mrs rather than by first names.

#### Helpers are expected to:

- demonstrate their support for education and give their full attention to the task in hand;
- treat what they see and hear in school as confidential;
- do not discuss anything outside school even with a child's parents.
- arrive on time and be ready to start the agreed task;
- leave all matters of discipline to the teacher with responsibility;
- accept direction and supervision by trained professionals;
- clearly communicate interests and expectations;
- present a positive role model;
- adhere to the school policy as appropriate;
- dress in a manner that is appropriate for professional working;
- refrain from inappropriate language or topics of conversation;
- switch off mobile phones.

#### School helpers have the right to:

- be recognised for their valuable contributions to the educational experience of our children;
- be assigned worthwhile tasks;
- access any school policies and procedures that are relevant;
- have any training or supervision necessary;
- deal with any complaint through the school's complaint procedure.

I have read the 'Policy for Voluntary Helpers in School' and the 'Helper's Agreement of Conduct' above and will adhere to these.

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

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

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

Appendix 1

Job role	Enhanced DBS check	Barred list check*	Notes
<u>Volunteers (supervised)</u>	No	No	There is no requirement to obtain an enhanced DBS check for supervised volunteers, though schools may do so if they wish. If supervised, a volunteer is not in regulated activity, and so a barred list check cannot be obtained.
<u>Volunteers (unsupervised)</u>	Yes	If in regulated activity*	Where a volunteer is unsupervised and will teach or look after children regularly, or provide one-off personal care, he/she is in regulated activity. Volunteers must not be left unsupervised if no checks have been carried out on them.
<b>Visitors</b>	No	No	Schools do not have the power to request DBS or barred list checks for visitors, or to ask to see their DBS certificates. Headteachers should use their professional judgement to decide whether a visitor needs to be escorted or supervised.

**Appendix 2**

**DEANERY CE PRIMARY**

**RISK ASSESSMENT FORM**

<b>Workplace</b>		<b>Department</b>	
<b>Risk Assessor</b>			
<b>Room/Area</b>			
<b>Activity/Task</b>	Work Experience Activities in Primary Schools	<b>Date</b>	
<b>Benefit of activity</b>			

<p><b>Description of Hazards</b> Physical and mental immaturity; moving and handling of objects/loads; slips, trips or falls; working from steps, stools or ladder; uneven surfaces / ground; mental and physical fatigue; prolonged standing; noise; undesirables; violence at work; infectious diseases; working in confined spaces; new environment; lack of awareness.</p>				
<p><b>Consequence of Hazard</b></p> <p>Minor injury    Injury    Over three-day absence    Major injury    Disability or Death</p>				
<p><b>Persons at Risk</b> Young Person Staff Pupils Visitors Contractors</p>				
<p><b>Current Control Measures</b></p> <ul style="list-style-type: none"> <li>• Ensure student receives health and safety induction prior to starting placement;</li> <li>• Risk assessment is discussed with student on first day of placement or prior to the placement commencing;</li> <li>• Risk assessment to be sent to school/college prior to placement commencing to enable parents/carers to receive information on the activities to be carried out, etc;</li> <li>• Appropriate training and instruction to undertake supervised activities;</li> <li>• Daily observation of student;</li> <li>• Staff member from secondary school/college to visit student on placement;</li> <li>• Ensure the student has sufficient regular rest breaks and adequate working space;</li> <li>• Ensure noise levels are below 85dB(A);</li> <li>• Student not to carry out moving and handling of objects and loads;</li> <li>• Student prohibited from undertaking activities involving working at height;</li> <li>• Seating provided for student to be suitable and enable a good seating posture;</li> <li>• Ensure no lone working activities undertaken;</li> </ul>				
<p>Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating</p>				
<p><b>Likelihood :</b> 1    2    3    4</p>		<p><b>Severity :</b> 1    2    3    4    5</p>		
<p><b>Risk (Likelihood x Severity)</b></p>				



<b>Risk Priority Rating</b>	High (16 – 25)	Medium (9 – 15)	Low (1 – 8)
<b>Recommended Control Measures</b>			
<ul style="list-style-type: none"> <li>• Avoid working situations where there is unpredictable/ or violent behaviour – appropriate instruction and training to be given;</li> <li>• Removal from source of infection and seek further advice;</li> <li>• Appropriate clothing and footwear to be worn.</li> </ul>			
<b>Revised Risk Priority Rating (L) x (S) =</b>	High (16 – 25)	Medium (9 – 15)	Low (1 – 8)
<b>Management action taken and implementation date(s)</b>			
<b>Name of Manager:</b>	<b>Signature of Manager:</b>	<b>Date:</b>	

<b>1<sup>st</sup> review undertaken on:</b>	<b>Signature of Manager:</b>	<b>Date:</b>
<b>2<sup>nd</sup> review undertaken on:</b>	<b>Signature of Manager:</b>	<b>Date:</b>
<b>3<sup>rd</sup> review undertaken on:</b>	<b>Signature of Manager:</b>	<b>Date:</b>

