



St Leonard's CE (A) First School Volunteer Helpers in School Policy

Responsibility of: Governing Board

Developed in consultation with:

Teaching staff

Adopted by the Governing Body:

March 2022

Date for review: March 2025

Date of last policy reviewed	Changes made
May 2019	<p>Section regarding parent helpers not helping in their own child's classroom was taken out.</p> <p>First Aid box only now in the school office.</p> <p>Number and names of paediatric first aiders changed.</p> <p>Medicines to be administered by a paediatric first aider not just the Headteacher or school secretary.</p> <p>Hazard forms now found in the staffroom filing cabinet.</p> <p>DBS flowchart added.</p> <p>Application form and volunteer reference form added to appendix.</p> <p>Off-site visit volunteer agreement.</p>
March 2022	Updated Health and Safety arrangements from H and S Policy.

Vision

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of Volunteer Helpers Policy

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteer helpers are:

- Parents of pupils
- Ex-pupils
- Students on work experience
- Members of the Governing Board
- Ex-members of staff
- Local residents
- Friends of the school

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)

Volunteer helpers are not allowed to do the following activities

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

The responsibility for the health and welfare of the children remains with the class teacher at all times

Signing in

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

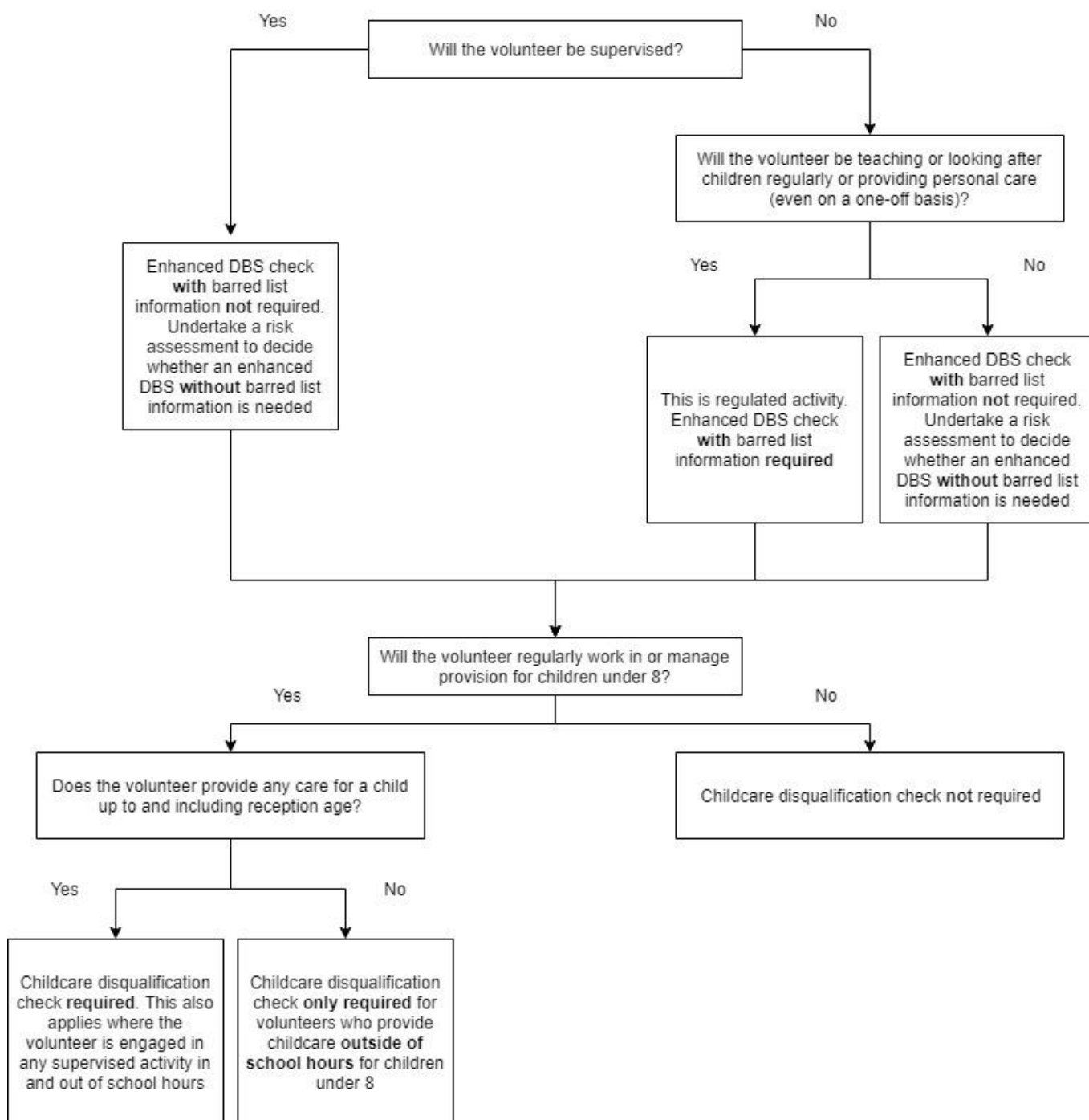
Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding Checks

It is Staffordshire County Council (SCC) policy that all staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
- in roles which involve caring for, training, supervising or being in sole charge of pupils will be required to obtain a DBS disclosure at the appropriate level.

The flowchart below is used to decide what level of DBS check a volunteer will need.



The school will ask for an application form to be completed and a reference sought from members of the community or parents wishing to volunteer in the school, prior to them starting work in the school if they are to be working frequently or intensively. (see appendix)

All volunteers will undertake a safeguarding induction with either the DSL, DDSL or the office manager.

All volunteers will be asked to read and sign relevant policies including the staff code of conduct, the safeguarding policy, the whistleblowing policy and the online policy.

The Headteacher has the authority not to accept the help of volunteers or to terminate the placement if he or she believes that it is not in the best interest of the children.

Volunteers not requiring an Enhanced Disclosure

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.

Volunteers in these circumstances will be required to read and sign an off-site visit volunteer agreement. (see appendix)

Those who help out at specific events e.g. school fete, mums in school days etc who do not have unsupervised access to children.

Confidentiality

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

Deployment of Parent Helpers

Helpers will be asked to support in classes where there is the most need for individual support and in the lessons where their specific skills can be utilised most effectively.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 3 year cycle or earlier if necessary following full consultation from the parents, staff and governors.

VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school 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 children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children 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 unprepared to complete

Signed:..... Date:
Class Teacher/Headteacher

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Use the school behaviour 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 safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at St Leonard's CE (VA) First School.

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team.

Signed:..... Date:



Health and Safety Arrangements & Procedures for New staff

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level.

1. Accident Reporting, Recording & Investigation ☐

Accidents should be recorded in the office on appropriate documentation located in the filing cabinet.

Pupil accidents should be recorded and matters such as bumped head reported to parents using appropriate documentation. A copy of this document is to be emailed to the parent/ carer.

Accidents involving adults should be documented in the Staff accident book also kept in the school office filing cabinet.

2. Fire Precautions & Procedures ☐

In our Fire evacuation policy on the school website and on prominent signs around the school both adult and child friendly. Normally the school secretary will be responsible for taking registers outside, in the absence of the school secretary the Headteacher or KS2 teacher. The assembly point is on the school yard.

3. First Aid ☐

First aid boxes are kept in the school office. The school office manager is responsible for checking that it is kept adequately stocked. The headteacher is responsible for First Aid and all school staff are trained in Paediatric First Aid. In emergency situations all staff may take a decision on whether immediate action is necessary. If staff are unsure of action to take the Headteacher will make the decision. All accidents and first aid given is recorded in the relevant accident book. Copies of this record are emailed to the parent/carers of the pupil.

If a child receives first aid which is more than TLC this is recorded on 'My Health and Safety' online portal.

4. Medicines ☐

The person responsible for the management and the administration of medication to pupils in school is Mrs E.Crooks (Teaching Assistant). The school has a medicines policy which gives detailed information about their administration in school. The names of members of staff who are authorised to give/ support pupils with medication are: Mrs E.Crooks (TA) ,Mrs J.Amos (Office Manager) ,Mrs K.Stanesby (Headteacher).

Staff who are taking medication must keep this personal medication in a secure area in a staff only location.

Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

5. Handling & Lifting ☐

Miss Belfield (Caretaker) has completed manual handling training. Other school staff are advised not to lift heavy items but to take necessary precautions and to ask for help/advice when heavy items need to be moved.

A clear hierarchy of measures are used for dealing with risks from manual handling; these are:

Avoiding hazardous manual handling tasks so far as reasonably practicable.

Assess the risk where it is not possible to avoid the task

Reduce the risk to the lowest reasonably practicable level

Review if the circumstances change

As a basic requirement good back care is actively promoted and employees have access to back care awareness information.

Risk Assessments are written for Employees identified with health conditions or pregnancy.

The school has a risk assessment for the setting up of lunchtime tables as this is the only manual handling task that staff are engaged in on a daily basis.

6. Jewellery [Information included in the school prospectus] ☐

A wristwatch for the older children is a useful item, but this should be a plain analogue or digital type and not a fashion statement.

It is not the school policy for other jewellery to be worn. Apart from the danger aspects of rings, necklaces and earrings, the loss of such items causes unnecessary upset to the child. It is with your child's safety in mind that children will not be allowed to take part in organised physical activities wearing any of these items.

If your child has pierced ears and needs to wear their earrings to school we would ask that these are of the small stud variety and if possible be taken out at home on the days of P.E and games. Staff cannot be responsible for removing earrings, nor for their safekeeping.

7. Reporting Defects ☐

All staff must report any hazards, defects or dangerous situations they see at school.

Any Hazards should be reported to the Premises Managers (Mrs K.Stanesby or Mrs J.Amos) who will ensure that the appropriate remedial action is taken.
These defects will be recorded in the log book in the school office.

8. Risk Assessments ☐

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.

Risk Assessments are in place for the following areas:

Premises and Ground

Curriculum/ Classrooms

Hazardous activities or events

Lettings or contract work which may affect staff/ pupils in the school

Fire Risk Assessment

Hazardous substances

Work Equipment

Manual Handling activities

Risks related to individuals e.g health issues

All staff have responsibility to report risks, to do formal and informal assessments and to take action as necessary. The Headteacher is responsible for the audit of these risk assessments periodically (usually September each academic year) and for carrying out more general risk assessments for staff who are pregnant or who have health problems. Risk assessments for activities done previously will be revised each time they are used with a different group of children according to their individual needs.

9. Smoking ☐

No smoking or vaping is permitted on the school site or in vehicles owned or operated by the school.

10. Supervision [including out of school learning activity/study support] ☐

Reasonable supervision is required for pupils during curriculum time pupils must not be left unattended and will be either with a teacher or classroom assistant or lunchtime supervisor. DBS checks of staff and helpers are coordinated and records kept on the school's single central record.

For educational visits ratio of adult to children will depend on the risk assessment for the visit.

11. Vehicles on Site ☐

Parents are not allowed to use the school car park to drop off children, there are separate pedestrian gates and under normal circumstances the paths from the roadside

gate to the school gates is not used by pedestrians. If vehicles need to come onto site during the school day this is done in consultation with staff and no risks to children's safety are taken.

12. Working at Height ☐

Only low step ladders are available in school and staff are advised to use these rather than take unnecessary risks standing on unsuitable surfaces. Children are not allowed to use any ladders.

In the equipment check log in the school office. The equipment is checked annually however all staff are aware that they need to check step ladders before using them. A notice is attached to the ladders as a reminder.

13. Stress and Staff Well-being ☐

The school has a culture of taking care for each other and offering a listening ear. School leaders take into account the well-being of staff when making decisions.

Workload/ work life balance is a regular item on the staff meeting agenda. Staff work together to seek ways to be more efficient.

Staff are made aware of support services within the county.

14. Mobile Phones/ Cameras ☐

To minimise any risks, all personal mobiles must not be used where children are present. Personal mobiles must be stored in the school staffroom or Office (if you wish them to be locked away securely).

Personal mobiles may be used in designated areas at break times.

Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.

The setting will not be held responsible for any loss or damage of personal mobile phones.

15. Infection Control ☐

Standard precautions of infection control are followed in school.

Hand Hygiene is high profile in school. Pupils are taught how to wash their hands properly with hand soap and water. Hand sanitiser is also used.

Regular timetabled opportunities are given to engage in hand washing, before and after food and drink, before and after physical or outdoor activity, after sneezes and coughs, after the toilet and when hands are visually dirty.

Disposable hand towels are used to dry hands to make sure that hands do not become re-contaminated.

Appropriate hand washing facilities are available including portable stations where needed for inside or outdoors.

PPE, including disposable gloves and aprons, masks and visors are used to protect staff and pupils when there may be risk of direct contact or transmission of bodily fluids, for example during first aid or intimate care.

Any waste considered to be infectious is disposed of appropriately.

There is a culture of full staff involvement in maintaining a clean and tidy environment.

16. Confidentiality ☐

All staff and volunteers should keep any student details and comments confidential and should not share them with any third party.

I confirm that the above health and safety induction information has been provided and explained to me and I fully understand my responsibilities towards health and safety.	
Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.	

APPENDIX 1

Volunteer Application form

VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:

Address:
.....

Home phone:..... Mobile:

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

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)

Please provide details of two people who can provide professional references for you:

(If this is a work experience
placement from a secondary
school you only need to
provide one reference from
the school that you attend)

Name:

Address:

Phone number:

Name:

Address:

Phone number:

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Volunteer details:

Requesting reference for: [insert name of candidate]

Volunteer position applied for: [insert position applied for]

Please complete the following questions:

<p>Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.</p>
<p>This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.</p>
<p>How long, and in what capacity, have you known the candidate? Please give the dates between which he/she worked with/for you and the roles that he/she held.</p>
<p>Please tell us about the candidate's strengths, qualities and achievements in the role(s).</p>
<p>What are his/her areas for development?</p>

To what extent is the candidate flexible and ready to take on new challenges?

[Insert question tailored to the specific role the candidate is applying for – for example, if the role involves working in IT, you could ask a question about his/her IT skills.]

Is the candidate reliable and honest?

Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, or customers.

If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.

Referee details:

Name: [referee to print name]

Date: [referee to insert date]

Signed: [referee to sign]

Appendix 3

Off-Site Visits Volunteer Agreement

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:

Date: _____

Name:

Designation: