



Eaton Primary School

Adult Volunteer Policy

Introduction

Eaton Primary School is an open and welcoming school which encourages parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our 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.

The school has a variety of adults working on the premises at any one time and these are categorised as full or part time staff that have been employed by the Governing Body.

e.g.

- Teachers
- Teaching Assistants and Learning Support Assistants
- Bursar and Administration staff
- Site Maintenance Office
- Midday Assistants
- PPA cover Staff – including supply staff
- Sports Coaches
- Catering Staff
- Cleaner

Adult worked employed by another organisation e.g.

- Peripatetic music teachers
- SEN teachers
- Teaching staff from other schools
- ICT technician
- Speech and Language Consultants
- Trainee Teachers and Trainee Teaching Assistants
- LA advisors and inspectors
- Health Visitors
- Grounds Maintenance Staff
- Contract workers – e.g. electrician, heating etc

Volunteer Helpers

- Parents and other adult helpers working alongside teachers or support staff
- Students on work experience

This policy focuses on Volunteer helpers only.

Volunteer helpers support the school in a number of ways including:

- Supporting individual pupils
- Reading with pupils
- Helping with classroom organisation and management
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or subjects involving other practical activities
- Supporting at Lunchtimes/break-times
- Helping with ICT
- Transporting pupils to school visits/sports fixtures

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

Signing In:

All volunteers must sign in at Reception before entering school. They will be issued with a Visitor Badge which must be worn around school. When leaving school, they must sign out and return the badge. During their time in school volunteers must adhere to the Health & Safety Policy which can be found at Reception.

Disclosure and Barring Service – DBS

For the children's safety all regular visitors to school are required to undergo a police clearance check for volunteers – DBS. This is only for volunteers who are involved in regulated services – i.e. attend school on a volunteer basis for more than three times in one month. The Headteacher has the final say on volunteers who help in school. Irregular volunteers are permitted onto the premises, may help out on school visits but on the basis that they are never alone with a child or a group of children.

Deployment of Volunteers

Volunteers are usually placed in a class other than the one that their own child may be in. Volunteers will be asked to support in classes where there is most need. Volunteers are asked to read the Confidentiality Policy and sign the confidentiality form.

Monitoring and Review

The day to day monitoring of volunteers and this policy is the responsibility of the Headteacher and will be reviewed at least every two years. The Headteacher does emphasise to the Governing Body, the importance of this help from volunteer adults.