

**FIVE RIVERS**  
Multi Academy Trust



**Volunteers in School Policy**

Policy start date: April 2017  
Policy review date: April 2020

## **1 Introduction**

**1.1** We want our academies 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. However, our overriding concern is for the safety of the children in our care.

This document sets out the Trust's policy for its constituent academies, 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 Trust 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 Trust:

- teachers;
- teaching assistants;
- caretaker;
- cleaners;
- dinner supervisors;
- school administrative staff.

Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience;
- School Governors either working in school or fact finding.

**This policy sets out the arrangements for volunteer helpers only.**

## **2 Volunteer helpers**

**2.1** Volunteer helpers support the academies in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on academy trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

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

- take responsibility for all or some of the whole class;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

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

**2.3** If the academy has undertaken and received the appropriate DBS clearance, volunteer helpers **may** have responsibility for

- supervising the changing of children;
- supervising the toileting of children;

### **3 Before being accepted**

**3.1** Volunteers are invited in for an informal interview to ascertain their suitability.

**3.2** Two references are taken up before a start date is agreed.

**3.3** Details are recorded on the Single Central Record.

### **4 Signing in**

**4.1** When helpers arrive at and leave the academy they **must** sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times.

### **5 DBS/ISA Checks**

**5.1** For the children's safety, all volunteer helpers are required to have a Children's Barred List (formerly List 99) Check and an individual Risk Assessment performed before they work in the academy.

**5.2** If no DBS/ISA check has been performed, volunteers must never be left alone with children and should be supervised at all times.

**5.3** The Principal / Head of School has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of one or more children.

### **6 Deployment of classroom helpers**

**6.1** It is the policy of this Trust that parent helpers in KS1 and above do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers

will be asked to support in classes where there is the most need for individual support.

Parents with children in EYFS will be able to support in the same class as their child as they may be supporting them or developing understanding of strategies to enable their fully benefit from the Early Years provision and therefore promote positive relationships. It is the responsibility of the teacher and the parent to ensure that this does not cause difficulties.

**6.2** Volunteers will be issued with the MAT's written guidance on working in school and will be expected to work within this guidance. Failure to adhere to the guidance may result in the volunteer being asked to withdraw from this position either temporarily or permanently.

**6.3** Volunteers are also issued with the MAT's Safeguarding Policy and must sign a declaration to say that they have read and understood it.

## **7 Monitoring and review**

**7.1** The day-to-day monitoring of this policy is the responsibility of the Principal / Head of School.

**7.2** This policy will be reviewed by the Trust every three years, or earlier if considered necessary.

Expected review date: April 2020