

## New Horizons Seaside Primary

### Policy on Adult Volunteer Helpers / Work Placements

Last Review Date:	Sept 2025
Next Review Date:	Sept 2026
Reviewed By:	Mr Lee Murley (Headteacher / Chief Executive Officer)

#### 1 Introduction

- 1.1 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 such as through work placements 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 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:
- 1.2.1 Paid full- or part-time staff employed by the school:
- teachers;
  - teaching assistants;
  - premises officer;
  - cleaners;
  - lunchtime supervisors;
  - clerical staff
- 1.2.2 Adult workers employed by another organisation:
- peripatetic music teachers;
  - trainee teachers;
  - LA advisers and inspectors;
  - health visitors;
  - grounds maintenance staff;
  - contract workers (e.g. an electrician or heating engineer).

### 1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience or work placements.

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:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school 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;
- change children, or supervise them changing;
- 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.

## 3 Signing in

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge on a lanyard, which they should wear at all times. The signing-in system provides the date and time of arrival along with a photo and name. They must also sign out when leaving, and return their badge and lanyard before they leave.

## 4 Police checks

4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school. The only exception may be for a school trip where a parent is helping for one day only and will not have unsupervised contact with children. Work place students from a local school, under the age of 18 do not require a DBS check although any adult undertaking work place experience as part of a course e.g. teacher training or NVQ Teaching assistant will require a DBS check. Different coloured lanyards are used to denote the above. Yellow lanyards are used for visitors without a DBS (these visitors are always accompanied around school)

and green lanyards are for those who have provided a DBS which has been checked and the number held on our Single Central Record (SCR).

- 4.2 The Headteacher/Chief Executive Officer 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.

## **5 Deployment of classroom helpers**

- 5.1 Parents may be allowed to help in their own child's class, except where this may be distracting to the child or place the teacher in a difficult situation. This will be the decision of the class teacher. Helpers will be asked to support in classes in which there is the most need for individual support.

## **6 Monitoring and review**

- 6.1 The day-to-day monitoring and review of this policy is the responsibility of the Headteacher/Chief Executive Officer.
- 6.2 This policy will be reviewed by the Local Governing Body every two years, or earlier if considered necessary.