

OUGHTRINGTON
COMMUNITY
PRIMARY SCHOOL



Adult Volunteer Helpers Policy

Oughtrington Community Primary School
Lymm
Cheshire
WA13 9EH
01925 752 086
oughtrington_primary@warrington.gov.uk
oughtrington.eschools.co.uk

Version	Date	Action
1.	January 2013	Review January 2016
2.	April 2016	Review April 2019

This policy is available on the Learning Platform, on the office network and in the staff room.



1. Introduction

1.1 Our school is open and welcoming to all who would like to support the children. We encourage parents and other adults to be involved in school life and to help teachers in a variety of ways. The children's education is at its best when there is a strong partnership between school and home. The schools 'open door' policy aids those partnerships. However, our overriding concern has to be 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 at the school:

- Teachers
- Teaching Assistants/Learning Support Assistants
- Office Staff
- Maintenance Officer
- Mid-day Assistants
- Cleaners

1.2.2 Adult workers employed by another organisation:

- Peripatetic music teachers
- Language specialists
- LA advisors and inspectors
- Grounds Maintenance Staff
- Contract workers (for example; an electrician or heating engineer)
- Kitchen staff
- External agencies (i.e. Education Psychologist, School Nurse, SALT)

1.2.3 Volunteer Helpers and Students

- Parents or other adult helpers working alongside teachers
- Students on work experience
- Trainee Teachers

This policy sets out the arrangements for volunteer helpers and students only.

2. Volunteer Helpers

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

- 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
- Helping prepare displays etc.
-

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

- Take responsibility for all or some of the whole class
- Change very young 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
- Climb ladders (unless they have had the necessary training)

2.3 Guidance on Trainee Teachers

- Every trainee teacher will be assigned to a named mentor
- They must familiarise themselves with the staff handbook and Code of Conduct, which must be adhered to at all times
- Students will be observed in line with their University's guidelines. If a mentor has any concerns, they must raise them with the Senior Management Team within School

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

3. Signing in

3.1 When helpers arrive in school they must sign in at the reception desk. They will be given a Visitor's Badge which they should wear at all times whilst on the school premises. The signing in book will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

4. Initial Clearance

4.1 For the children's safety, all volunteer helpers and trainee teachers are required to have an enhanced DBS check before they work in the school.

The following must also be obtained:

- Photo identification such as driving licence or passport
- Proof of address such as bank statement or utility bill dated within the past 3 months
- Birth Certificate
- Passport
- Overseas Policy Clearance if they have worked abroad from more than 3 months
- 2 satisfactory references
- Safeguarding talk with either Head Teacher, Deputy Head Teacher or Team Leader

Students under 18 years of age would need to provide the following information:

- Photo driving licence, if available
- Birth Certificate
- Passport
- 2 references
- Letter from College/school stating that they have permission to attend our school for the purpose of work experience
- Permission from the Senior Leadership Team

5. Deployment of classroom helpers

5.1 Parent/carers who offer help are allocated a class other than their own child's class as this allows their child to thrive in their own environment.

6. Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of all school staff.

6.2 This policy will be reviewed by the Governing Body every 3 years, or earlier, if considered necessary.

Policy passed by Governors: April 2016

Review Date: April 2019