



VOLUNTEERS POLICY

JANUARY 2019

Imagine, Believe, Achieve

"Anything is possible for him who believes" Mark 9:23

Matlock Bath Holy Trinity C of E (Controlled) Primary School

Parent Helper/Volunteers Policy

1. Fundamental Principals

In the demanding world of Primary School education, volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated Curriculum. They can make the most exciting and rewarding of activities which teachers wish to promote actually possible.

Volunteers cannot be expected to just “do”. Their generous offer of time requires the school to equip them properly for the tasks asked of them. Instructions must be clear. Volunteers support and supplement the teachers work. They do not replace the teacher.

Having a volunteer in school is not a one way route. It is hoped that not only will volunteers gain a real insight into the work of the school and how education works, they will also enjoy the experience.

Volunteer helpers are most welcome.

2. Aims

- To enrich the educational possibilities for children
- To make more effective the teaching within the school
- To promote the partnership between home and school
- To demonstrate that education continues throughout life
- To give adults the opportunity to use their talents in school for the mutual benefit of the children and themselves
- To give parents and other adults confidence
- To enable children to have more time to communicate their ideas and thus develop their understanding
- To release teachers from certain tasks thus giving them more time for quality teaching, preparation and assessment.

3. Who is a Volunteer?

- Anyone who wishes to be one, providing they can fulfil all the Safeguarding Children requirements, however it is possible that an individual offering to volunteer may not be placed. This may be because there are no spaces. It may be because it is considered that acceptance may have a detrimental effect on a child (possibly the volunteer's) or on a member of staff. The Head teacher will use their discretion and this decision is final.
- Secondary school pupils on work experience placements are accepted on an individual basis.
- Volunteers do not need to be parents or carers. Grandparents and other people from the community may wish to be involved. Volunteers may help in school on a regular basis or may have a specific skill, knowledge or interest which can be called upon intermittently.

4. Handbook

A handbook will be issued to all volunteer helpers.

5. Supervising children

All volunteers are expected to:

- Always treat children with respect
- Be friendly towards all children
- Give children as much support and guidance as possible
- Praise children often
- Encourage children to respond appropriately towards adults
- Pass to the class teacher any concerns they may have regarding any child they have been supervising
- Respect confidentiality at all times

5. Confidentiality

Confidentiality is extremely important.

Volunteer helpers are reminded that they will see all sorts of things going on, some of which may surprise them. Whatever volunteers see or hear, particularly concerning children, must not be repeated, except to a member of staff.

Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics, particularly linked to setting targets for individual children.

Volunteers may also overhear staff discussing pupils and their concerns. Volunteers must remember that this is the teachers/teaching assistants' place of work and that they need to discuss issues with each other. These are of a highly confidential nature and must never be repeated out of school. Volunteer helpers are however made aware of the Whistle Blowing Policy and how this can be used if a Volunteer is concerned that something inappropriate is occurring in school.

Thus, all information and comments made in school remain confidential to school. It is unprofessional for staff, visitors or volunteers to comment on individual children to others outside school, including the child's parents except through appropriate and official channels.

Parents have the right to see any records kept on their own child. This can be requested of the Head teacher.

6. Data Protection Policy

Volunteer helpers are directed to the Data Protection Policy. They are reminded of their responsibilities NOT to divulge any information to a third party. If in doubt, they must check with the Head teacher.

9. Absence

Volunteers are asked to telephone the school if they cannot come into the school when expected.

10. Police clearance

The current DCC guidelines are followed with regards to DBS checks.

No volunteers will be left unsupervised with a child(ren).

11. Insurance

All volunteers are insured by means of a blanket cover operated throughout the Education Authority.

Signed by Chair of Governors

Signed by Head teacher