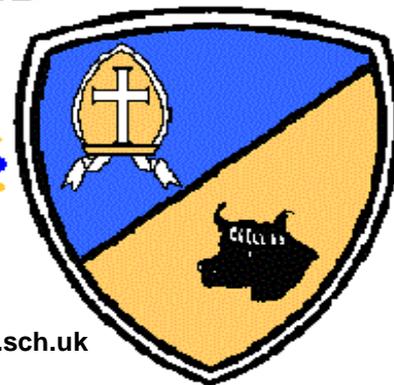


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Adult Volunteer Helpers Policy

Date of Policy: 2016

Review Date: 2019

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 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;
- SEN assistants;
- nursery nurse;
- caretaker;
- cleaners;
- dinner supervisors;
- school administrators;

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 (for example an electrician or heating engineer).

1.2.3 Volunteer helpers:

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

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 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.

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

2.3 Whilst we welcome parental volunteers into school we ask that they do not go into the staff room during the school day due to confidentiality and safeguarding.

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, which they should wear at all times. The signing-in sheet 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 Security checks

4.1 For the children's safety, all volunteer helpers are required to have DBS clearance before they work in the school.

4.2 The headteacher has the authority not to accept the help of volunteers if they believe it will not be in the best interests of the children.

5 Deployment of classroom helpers

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in a uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support.

5.2 All helpers are reminded that their work in school is of a confidential nature and therefore must **NOT** be discussed out of school.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the headteacher.

6.2 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.



