



# **St Mark's Elm Tree Primary School**

## **Adult volunteers Policy**

**Approved: September 2012**  
**Reviewed September 2016**  
**To be reviewed September 2017**

## Policy on Adult Volunteer Helpers

### **Mission Statement**

At St Mark's Elm Tree Church of England Voluntary Aided Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our world.

*Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.*

## **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
- administrators
- caretaker
- cleaners
- dinner supervisors
- school secretaries
- instructors

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)
- School Improvement Partner [SIP]
- Independent sports instructors

1.2.3 Volunteer helpers:

- governors, 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.

## **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 Police checks**

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

4.2 The headteacher 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 Helpers will be asked to support in classes in which there is the most need for individual support. However, parents will, on occasion help in their own child's class (e.g. on trips, individual support of child other than their own). This will be at the class teachers and headteachers discretion.

## **6 Monitoring and review**

6.1 The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

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

Policy Written: September 2016

Review date: September 2017

**Signed:**

**Date:**