



Approved by Governors	March 23
Review Date	March 25
Cycle	Biennial

## Adult Volunteer Policy

We believe that our school should be open and welcoming to all who would like to support the children and staff. 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 schools' 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.

### What an adult volunteer needs to know

We would like to extend our thanks to all our adult volunteers. At Rushton CE First School we value the help we receive from adult volunteers enormously and realise that we would be unable to provide such high-quality learning experiences for the children without their time and expertise.

We know that for adult volunteers to be happy and comfortable helping in school we need to share some important skills and information with you.

- All volunteers will meet with a member of staff, who will explain relevant Health and Safety policies, including what to do in the event of a fire.
- When volunteer helpers arrive in school, they must sign in. They will be given a visitors' badge which they should always wear. The signing in sheet should clearly state the date and time of arrival.
- They must also sign out before departure and return their visitor badge.
- For the children's safety, all volunteers are required to have completed a DBS check before they work in the school.
- All volunteers must read and confirm their understanding of the:
  - Technology Acceptable Use Agreement
  - Childcare Disqualification Declaration
  - Keeping Children Safe in Education (Part1)
  - Confidentiality policy
  - Mobile Phone Policy
  - Online Safety Policy, including Acceptable Use Agreements
  - Social Media Policy
- Sadly, there will be occasions when the Headteacher declines to accept the help of an adult volunteer if he/she believes it will not be in the best interest of the school community.
- We also know that for staff and parents of other children to be confident about the role of the adult volunteer you need to agree to a protocol about confidentiality and conduct, as do all staff who work in school.
- There are many things an adult volunteer can support the school with. Some activities are in class with the children or working one to one with a child, for example, extra reading. Some are outdoor activities, and some are making resources.

- All adult volunteers must let a teaching staff know of any inappropriate behaviour from a child, for example if there is a lack of respect for an adult.
- The teaching staff will also talk to the adult volunteer about the standard of learning that they expect from children so that you can expect the same.
- At Rushton CE First School, we aim to make learning as exciting as we can, so often lessons will be practical and that is when we need most help.
- It is expected that adult volunteers will follow the same high standard of conduct as members of staff.

### **Confidentiality**

- The most sensitive issue around adult volunteers in school is confidentiality. As a school we have the responsibility to ensure that children are safe and that their progress and welfare will be treated with complete confidentiality. It is therefore essential that anyone helping in school respects that confidentiality and follows the protocols in this document.
- Adult volunteers are welcome to use the staffroom during break times. Should you hear any information pertaining to the children, this should be kept in the strictest confidence.
- We also ask that confidentiality be maintained in respect of children's attainment and behaviour.

### **Safeguarding**

- Should a child disclose any information, that would be cause for concern, this information should be referred to the class teacher or the Headteacher.

**The Designated Safeguarding lead: Mrs Sarah Cockersole**

**The Deputy Designated safeguarding lead: Ms Andrea Hughes**

### **Supervision**

Adults helping in school with the children are always under the supervision of the class teacher who will explain the task, that is required of the children and the helper's role in that setting. Adult volunteers should report to the member of staff who the agreement has been made with.

### **Roles for adult volunteers**

Adults may come into school to help for a variety of reasons. These include listening to children read, supporting children in small groups, helping to supervise swimming lessons, helping with after school clubs, or forest school, attending trips or offering some expertise in areas of interest– e.g. talking about their job, life experiences or hobbies.

### **Parent volunteers**

Parent volunteers are asked to be aware that their presence in the same classroom as their child can sometimes cause adverse reactions and to consider carefully the beneficial results of helping in a different classroom. The staff reserve the right to make this request if at any time they feel that difficulties are arising.

### **Adult volunteer Guidelines**

All adults who volunteer their help in school

- are provided with a copy of our 'Adult volunteer policy'.
- are asked to sign a copy of the 'Adult volunteer agreement' see appendix 1.
- must be willing to undergo any checks compliant with current DFE requirements.

### **Guidelines for adult volunteers in School**

Adults are always welcomed into the classroom as helpers and your help is valued very highly.

- Arrange your time in the classroom with the teacher in advance – it is helpful if you can also agree what you feel able to help with (there are lots of ways we can use your expertise to support the children's learning).
- If you are unsure of what you have been asked to do, please check immediately – either with the teacher or the teaching assistant.
- Children will sometimes 'push the boundaries' with adult volunteers. If a little reminder does not elicit an immediate improvement, please refer to the teacher.
- All adult volunteers should follow the guidelines on aspects of physical contact with children. Please remember not to initiate contact with children – let them take the lead but discourage over-familiarity. If a child asks to go to the toilet, refer them to the class teacher.
- Whilst you are in the classroom you will sometimes see the school's behaviour policy being implemented. This is for good and unacceptable behaviour. Please make yourself familiar with this policy.
- We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns. Please do not be tempted to relay anything you have seen or heard in a classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school.
- If you have concerns at any time about the way a child has been treated or any aspect of classroom practice, please raise the issue immediately with the headteacher.
- Please be aware that your presence in the classroom may well affect your child's behaviour in all sorts of ways. Prepare your child for the experience by explaining in advance that you will be in the class to help all the children, the teacher is in charge, and you are expected to work under their guidance.
- You may be asked to work in a different class in school.

## **Appendix 1**

## Rushton CE First School Adult Volunteer agreement

### The School

We promise to:

- Train you in any skills needed to carry out the task required.
- Explain the task carefully.
- Share the school behaviour policy and procedures with you.
- Ensure that children learning with you behave well.
- Treat you with respect and care and expect the children to do the same.
- Share relevant information about children with you as necessary.
- Let you know in advance of any changes that may impact you.
- Treat anything you tell us with complete confidence.
- Not expect you to deal with difficult or challenging behaviour
- Not ask you to carry out a task without explaining it

Signed .....

Date.....

Name.....

Position.....

### The Adult Volunteer

I promise to:

- Use the schools Behaviour policy and guidelines and inform the teacher of any behaviour concerns.
- Treat any information with total confidentiality.
- Let staff know if I can't come in so as not to affect lesson planning.
- Always respect the guidance of teachers.
- Complete a full DBS check before taking part in any activity involving children.
- Read and adhere to relevant child protection, safeguarding and Health and Safety documents.
- Agree to the schools mobile phone policy and Technology Acceptable Use Agreement
- Not share confidential information in relation to a child, member of staff or the school with anyone outside of the school staff or governors.
- Not speak ill of any child as a result of things I may have seen them do in school
- Discuss things with parents which I may have access to as a result of my position within school.

Signed.....

Date.....