



# **Keble Prep Parent Volunteer Policy**

## **1 Introduction**

At Keble Prep School we encourage parents to visit the school to support and enrich the children's learning. This document sets out our school's Volunteer and Visitor policy. Its purpose is to ensure that the children benefit from as much outside help and support as possible, whilst being kept safe and secure.

School staff aim to receive all visitors and volunteers courteously and make sincere efforts to provide them with any information they may need to ensure a cooperative relationship between home, school and the wider community.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part –time staff employed by the school:

- Teachers
- Learning Assistants
- Caretaker
- Cleaners
- Office Manager
- Finance Manager
- Admin staff

Adult workers employed by other organisations:

- Peripatetic Music teachers
- Cooks and catering staff
- Trainee Teachers
- Health Visitors
- Speech and Language Therapists
- Contract workers
- Representatives of companies – workshops/clubs/coaches

Volunteer helpers and other visitors:

- Parents or other adult helpers working alongside teachers
- Adults seeking employment in school
- Governors
- Students on work experience
- Students on higher education placements and tutors

### **Requirements of Volunteers and Visitors**

1. All Parent Visitors shall report to the School Office when arriving or leaving the school premises. Notices shall be displayed indicating that all visitors are required to sign in at the School Office and obtain authorisation in the interest of safeguarding pupils and to protect visitors from allegations, all visitors who need to enter the building must do so by the front entrance only and must not use the pupil classrooms.
2. All visitors shall be requested to wear an appropriate form of identification when on school premises.
3. All school visitors must comply at all times with the school's policies, administrative rules and regulations.
4. Visits may be prohibited at certain times such as during standardised testing or other assessments.
5. The Head Teacher has the authority to exclude from the school's premises any person who disrupts or who appears likely to become a disruption to the staff or pupils.

### **Parent Volunteer Helpers**

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

- Supporting individual pupils
- Hearing pupils read
- Testing times tables with groups of children
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with Art or DT or other practical activities.
- Helping with KPSA

It is the policy of this school that parent volunteers will not necessarily support in their own children's class room; this is at the Senior Leadership Team's discretion. Helpers will be

asked to support in other classes where there is the most need for individual support. When parent volunteers support a school trip they will usually be supporting their own child's class, although the teacher may decide not to place the volunteer in the same group as their child.

Parent Volunteers will not be expected to take responsibility of the whole class.

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

### **Parents wishing to speak to a member of Staff – who are volunteering**

Parents wishing to communicate with a member of staff during the course of the day are required to make arrangements in advance. Parents are not encouraged to meet with Staff (about their child) when they are in the school for another purpose. Parents are welcome to approach teachers at the end of the day in the playground or via the office. There are various opportunities throughout the school day, term and year to discuss the boys progress with teachers.

### **Special Situations**

Both custodial and non-custodial parents of pupils have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a "good faith" effort to notify the custodial parent in advance of the visit.

### **Safeguarding**

For the children's safety, all regular Parent volunteer helpers are required to have a completed Disclosure and Barring service check (DBS, formerly CRB) before they can work in school. This is a process initiated by a member of staff who has approached, or been approached by the Parent volunteer. If the Parent volunteer cannot come in on a regular basis, and it is simply a one- off visit, then the Parent Volunteer is not allowed on his/her own with the children and will be supervised at all times. The school will also require two character references from the Parent Volunteer.

As of November 2014, all staff, third party providers and volunteers are also required to complete a Disqualification Disclosure as directed by the DfE. If a positive declaration is made then the staff member or volunteer must obtain an Ofsted waiver before they can continue working/volunteering. This must happen with immediate effect.

All Parent volunteer helpers must be aware of the principles of child protection and adhere to the conditions of the Volunteer Helper leaflet (see appendix 1). Parent Volunteers will be asked to read the Volunteer handbook and sign that they have read and agree to the policies.

### **Exceptions to Visitor Requirements**

Parents who are bringing or collecting pupils on a daily basis and handing them over in the school playground are not classed as entering the building and only need to sign in if staying beyond normal delivery and collection times. Parents will sign in during school hours for events such as sharing assemblies, school events by signing a registration form. Parents are welcome to watch their child during after school clubs in the school grounds at the discretion of the staff or coach in charge of the activity. They may enter the playing field by the gate, but must make their presence known to the person in charge. Parents should always restrict their visit to the part of the school where the event is being held. If they need to visit another part of the school they need to inform the office and sign in to cover fire safety and safeguarding regulations.

### **Equality and Diversity**

All adults are welcomed as potential volunteers of the school. Potential volunteers are treated fairly and with respect. As a church school community, we acknowledge that people from different backgrounds have different needs, and different ways in which they can support and enrich learning in the school.

### **Monitoring**

The Governing Body monitors the effectiveness of the volunteer's policy as part of its policy review programme. They will ask questions of volunteers and request reports on the number of volunteers within school and how these people have enhanced the learning of the children.

## APPENDIX ONE

### *Guidelines for Parents and Volunteers volunteering in Keble Prep school*

*Thank you for your interest in volunteering to help in school. Volunteering can take many forms and we appreciate the help that our volunteers give to us to support the work in school.*

*We value our volunteers and we hope that you will enjoy working with us. We have produced this guide to help you feel comfortable in school.*

*The points of contact for volunteers in school are as follows:-*

*The class teacher and Teaching Assistant you work with*

*The school office*

*The Headteacher or Deputy Head Teacher*

***It is important for school security and fire regulations that all visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of:-***

***Signing in and out when coming into and leaving the school***

***Wearing the “Visitor” badge supplied at all times whilst in school***

### ***WHERE CAN I WORK?***

*When regular support is requested – such as Guided Reading support with small groups – you will be placed in a different class from your child, unless this support takes place outside of the classroom. If the activity you are supporting is a one-off activity (such as cooking) it is highly likely that you will be working with your child’s class. When you are accompanying a school trip with your child’s class, your child’s class teacher will probably place you in a different group from your child.*

### ***IF I START TO VOLUNTEER HOW MUCH TIME MUST I GIVE?***

*The short answer to this is that is up to you! We appreciate all the time you choose to offer. Please let us know if you have made arrangements to come in and you are unable to do so. The teacher may have been counting on your help in a particular activity and they may not be able to go ahead without your help. Please telephone or send in a message with your child so that we can avoid disappointing the children. School is a work place and you will be supporting children’s learning and joining a committed team of staff and volunteers.*

### **WHERE CAN I GO IN SCHOOL?**

You can leave your personal belongings in the classroom. You can use the toilets that the staff use. Please do **NOT** use the staff room due to confidential material.

### **WHAT SHOULD I DO IF I HAVE A PROBLEM WHILST WORKING IN SCHOOL?**

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rule applies to staff, children and volunteers working in school. Please discuss any problems with the teacher or Head Teacher. The teachers in school are expected to act “in loco parentis” – i.e. in place of the parents. They are responsible for the children whilst they are at school.

Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they will be able to deal with the situation in an appropriate manner. The school has a positive Behaviour for Learning and Anti-Bullying Policy to support the development of positive learning behaviour in our pupils. As a volunteer it is important that you maintain a good level of discipline within the group of children with which you are working. Please try to do this by using positive encouragement. If a behaviour problem persists please tell the teacher immediately.

### **CONFIDENTIALITY & SAFEGUARDING GUIDELINES FOR VOLUNTEERS**

Children occasionally make personal disclosures. If a child discloses to you or you suspect abuse you must report it immediately to the class teacher who will inform one of the Designated Senior Person for Child Protection, Mrs Winter, Mr Gill, Miss Callaghan, and Mr Turner. The safety of the child is paramount and must override all other considerations.

### **REMEMBER, IF IN DOUBT ..... REPORT IT!**

**DO** reassure the child

**DO** accept information freely

**DO** try to remember the words that the child used

**DO** give the child space and time

**DO** act quickly

**DO NOT** question, just listen

**DO NOT** look shocked

**DO NOT** use your own words to describe events

**DO NOT** make judgements

**DO NOT** discuss with any person other than the Designated Person

*Other parents or carers may be aware that you have been working in school. You may be approached and questioned about the ability or behaviour of a child. Please **DO NOT** discuss any information about any child with another parent.*

***Parent Volunteers must not use their mobile phones in front of the children. This is for your own protection as well as for the children. The staff room is the only place to use your mobile phone in school.***

***DO I NEED TO FILL IN ANY FORMS?***

*It is the requirement of Enfield Borough Council and the DfE that all adults who work or volunteer to work in school are DBS checked.*

***WHAT IF I AM NOT HAPPY OR WORRIED ABOUT AN ISSUE?***

*Please tell us. The class teacher will be happy to discuss any problem you have with volunteering. We value your time and commitment to the school.*

***AND FINALLY.....***

*We would like to thank you for offering to help at our school.*