



# Adult Volunteers/ Helpers in school Policy



## **Adult Volunteers/ Helpers in School Policy**

### **Policy Review**

This policy will be reviewed in line with the Mosaic Federation policy review cycle.

The policy was last reviewed and agreed by the Governing Board on 28.11.24

It is due for review in 2029

|                          |       |
|--------------------------|-------|
| Head Teacher:            | Date: |
| Chair of Governors:      | Date: |
| Vice Chair of Governors: | Date: |



## **Aim**

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.

## **Introduction**

Our 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 our school:

- Teachers
- Inclusion Manager
- Teaching Assistants
- Cleaners
- Lunchtime Supervisors
- School Administrators/ SBM
- Site Manager

Adult workers employed by other organisations:

- Peripatetic Music teachers
- Cluster ICT Technician
- LA appointed staff e.g. School Improvement Partner
- Grounds Maintenance staff
- Contract workers e.g. an Electrician or Heating Engineer
- Sports Coaches
- L.A Support Services e.g. Speech and Language Therapist

Volunteer helpers:

- Parents or other adult helpers working alongside teachers
- Students on work experience
- Student Placements
- Reading Angels

## **Signing in**

When adults arrive at the school, they must sign in via the signing in system which will give the date and time of their arrival. They will be given a printed visitor's badge, which they should wear at all times. They must also sign out, and return their badge before they leave.

As part of the signing in process visitors will read and sign the visitor code of conduct.

Before entry into school volunteers will read;

- ICT acceptable use policy
- Child protection and safeguarding policy
- Designated safeguarding leads- photos and reporting procedures

## **Police checks**

For the children's safety, all adults are required to have full police clearance through the Disclosure Barring Service (DBS) before they work regularly in the school. If an adult is only helping on a one off basis they may be subject to risk assessment.

The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of our children.

DBS disclosures are not necessary for visitors to school providing that they are accompanied and/or supervised by the host member of staff. Neither are these checks required for parents helping on 'on-off' occasions such as sporting events or school visits, or they are accompanying their child in school during a 'settling-in' period.

## **Keeping Children Safe in Education**

In line with keeping children safe in education;

- Volunteers with no checks, will not be left unsupervised or allowed to work in regulated activity.
- Risk assessment is in place for volunteers.

## **Safer Recruitment**

- Volunteers will complete an application form (see Appendix A)
- Volunteers will provide two character references

## **Training**

Volunteers will conduct an induction process to include;

- Child protection and safeguarding summary
- Designated safeguarding leads and reporting procedure
- Low level concern reporting procedure
- ICT acceptable use
- Code of conduct
- Satisfactory DBS.

## **Risk assessment**

Risk assessment will consider;

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal and informal information offered by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the role is eligible for DBS check and if it is, the level of the check for volunteer roles that are not in regulated activity.

## **When a DBS with barred list will be obtained for volunteers**

- For all volunteers who are new to working in regulated activity or provide personal care on a one-off basis in school.

For example parents helping on a school trip may not need a DBS however, volunteers reading in school or helping out will require a DBS.

### **Existing Volunteers**

Volunteers do not have to be re-checked if they have already had a DBS check. However, if there are any concerns a new DBS check will be conducted.

### **Deployment of classroom helpers**

Helpers will be asked to support our children where there is the most need for support and where the skills of the helper can be most usefully applied.

The responsibility for the day to day health and welfare of the children within our school premises remains with the class teachers at all times. Where possible, adult helpers will not be asked to volunteer in the class of a relative.

### **Monitoring and review**

This policy is reviewed as part of the mosaic policy review cycle.

## Appendix A

### Volunteer Information Sheet

|                                                |               |                                                 |  |
|------------------------------------------------|---------------|-------------------------------------------------|--|
| <b>Name</b><br><b>Miss/Mr/Mrs/Ms</b>           |               |                                                 |  |
| <b>Address</b>                                 |               |                                                 |  |
| <b>Mobile</b>                                  |               |                                                 |  |
| <b>Volunteering of course?</b>                 | <b>Yes/No</b> | <b>Course title</b><br><b>(if applicable)</b>   |  |
| <b>Current DBS Number</b>                      | <b>Yes/No</b> | <b>Date requested</b><br><b>(if applicable)</b> |  |
| <b>Start Date</b>                              |               | <b>End date</b>                                 |  |
| <b>Days attending / Class</b>                  |               |                                                 |  |
| <b>Reference 1 (name, address, Tel, email)</b> |               |                                                 |  |
| <b>Reference 2 (name, address, Tel, email)</b> |               |                                                 |  |
| <b>Emergency Contact 1</b>                     |               | <b>Emergency Contact 2</b>                      |  |

|                                                                           |  |                       |  |
|---------------------------------------------------------------------------|--|-----------------------|--|
| Name                                                                      |  | Name                  |  |
| Address                                                                   |  | Address               |  |
| Contact numbers                                                           |  | Contact numbers       |  |
| Relation to Applicant                                                     |  | Relation to Applicant |  |
| Related to any staff/pupil within school                                  |  |                       |  |
| Permission for photo to be used on the website and social media platforms |  |                       |  |

Data collected to be used for safer recruitment purposes only and will not be shared with any other parties.

## Appendix B

|                                                                 |                                                                                                                                                                                                                                                                      |                                                         |                                                                                                                                          |                                                  |  |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--|
| <b>ACTIVITY: Volunteers (Page 1 of 8)</b>                       |                                                                                                                                                                                                                                                                      |                                                         |                                                                                                                                          | <b>DATE OF ASSESSMENT</b>                        |  |
|                                                                 |                                                                                                                                                                                                                                                                      |                                                         |                                                                                                                                          | XXXXX                                            |  |
| <b>School</b>                                                   |                                                                                                                                                                                                                                                                      |                                                         |                                                                                                                                          |                                                  |  |
| <b>WHO MIGHT BE HARMED?</b> Pupils//Employees                   |                                                                                                                                                                                                                                                                      |                                                         |                                                                                                                                          | <b>HOW MANY ARE AFFECTED?</b><br>up to c. 500    |  |
| <b>HAZARDS</b><br>(including inadequate / lack of arrangements) | <b>EXISTING CONTROL MEASURES</b>                                                                                                                                                                                                                                     | <b>✓ if in place</b><br><input type="checkbox"/> if not | <b>IF '☐', STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>                                  | <b>RESIDUAL RISK RATING</b><br>High, Medium, Low |  |
| <b>Signing in</b>                                               | <ul style="list-style-type: none"> <li>Every volunteer to school MUST sign in using the electronic registration system.</li> <li>Photo ID and completed information sheet including references is required to verify the person volunteering is expected.</li> </ul> | ✓                                                       | Volunteers are issued with an ID badge which must be worn whilst in the building.<br><br>Volunteers are notified of all DSG's in school. | Low                                              |  |

|                     |                                                                                                                                                                                                                                                |   |                                                                                                                                                                                                                                                                                                                                                             |     |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Safeguarding</b> | <ul style="list-style-type: none"> <li>• All Volunteers have a DBS</li> <li>• All volunteers complete an application form, references are obtained before starting.</li> <li>• All volunteers complete an induction process</li> </ul>         | ✓ | <p>Volunteers will not be allowed into school to work with children until the DBS is received</p> <p>Volunteers sign to agree they have read; child protection and safeguarding, ICT acceptable use, Designated safeguarding information.</p>                                                                                                               | Low |
| <b>Fire</b>         | <ul style="list-style-type: none"> <li>• Are volunteers are aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm (e.g. provision of fire evacuation procedure and fire action notices)?</li> </ul> | ✓ | <p>Fire drill/evacuation procedures displayed throughout school.</p> <p>The member of school staff who is working alongside the volunteer will escort them to the fire assembly point.</p> <p>Administrator prints out a visitor/volunteer list from the electronic signing in system and ensures that all visitors/volunteers have been accounted for.</p> | Low |
|                     | <ul style="list-style-type: none"> <li>• Are suitable fire extinguishers readily available e.g. water type and carbon dioxide?</li> </ul>                                                                                                      | ✓ |                                                                                                                                                                                                                                                                                                                                                             | Low |

#### Reference Documents

|                                                     |               |                    |
|-----------------------------------------------------|---------------|--------------------|
| <b>ASSESSED BY (Print name)</b><br>Mrs CA Henderson | <b>SIGNED</b> | <b>DATE</b>        |
| <b>LINE MANAGER</b><br>Mrs G Jeynes                 | <b>SIGNED</b> | <b>REVIEW DATE</b> |