



Volunteer Helper Policy

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1. Introduction

Volunteers help in the school is extremely valuable, whether it is within the class or as administrative assistance. Should a volunteer work with children, it is essential that both the teacher and helper are very clear about what is expected of them.

2. Rationale - Benefits of volunteer involvement.

Benefits for the child

1. Parents and other adults are recognised as playing an important role in the educational process.
2. Positive attitudes towards school with volunteers and teachers working toward the same ends have an impact on pupil attitude and performance at school.
3. Enrichment of the child's education because of:
 - a) Opportunities for children to work in smaller groups
 - b) Focus on specific skills e.g. reading

Benefits for the parent or helper

1. Recognising that education is part of a lifelong process for themselves and children.
2. The recognition of their personal contribution to children's learning.
3. A greater understanding of the aims and teaching methods of the school.
4. Satisfaction of taking an active role in supporting the school, the teaching profession and the education system.

Benefits for the teacher

1. Good working relationship between staff and parents/volunteers.
2. Using adult expertise.
3. An opportunity for taught skills to be reinforced and practised.

3. Volunteer Help at Evenlode Primary School

1. Preparation of materials and other support
2. Curricular and extracurricular activities for children.

Teachers may invite adults into school to contribute to various aspects of the curriculum. This might be in the form of providing an extra pair of hands relating to an area of work such as art and craft, science or technology or assisting with hearing children read.

4. Supervision of children on educational or social excursions.

Volunteers may be asked to assist school teaching staff in the supervision of pupils on outings organised as part of the school's educational provision.

5. Conclusion

The school greatly appreciates the extra support provided by adult helpers. It is important that helpers feel welcome and valued. Should a helper have any concerns that this may not be the case, we would welcome any feedback which may assist us in improving arrangements for the future.

6. Guidelines

While recognising the many benefits of volunteer involvement with the school, as stated above, nevertheless, it is essential to have clearly noted guidelines on such involvement in order to avoid unnecessary difficulties arising.

OUR NAMED SAFEGUARDING STAFF ARE THE HEAD OR ACTING DEPUTY HEAD TEACHER AND MISS. K. MAINWARING (Year2). ANY CONCERN REGARDING ANY CHILD MUST BE REPORTED TO ONE OF US AS QUICKLY AS POSSIBLE.

1. Helpers are invited into school as volunteers via regular newsletters or on the school website.
2. Adult helpers are advised that the school requires CRB checks when on the school premises.
3. Helpers are allocated to different classes but we request that a parent/relative does not assist in the class where their child is registered.
4. Helpers will be briefed on matters such as confidentiality and school ethos before assisting in school. It is essential that information about pupils, pupil performance, behaviour or any other matter be treated as confidential. A form in Appendix 1 which helpers are asked to sign prior to involvement in school activities, confirms agreement towards confidentiality issues.
5. Helpers will be informed as to the nature of the contribution that they are to make.
6. In no circumstances will a group of children be left under the control of a helper without a teacher being close by. Helpers will work with pupils in groups in the classroom or in an open area.
7. The helpers will assist under the direction/supervision of the class teacher, but will ultimately be responsible to the Head Teacher.
8. It is regrettable that due to lack of space refreshments will be provided in a place alternative to the staffroom.
9. It is the teacher's duty to respond to any pupil behaviour issues. A helper who is concerned about the behaviour of pupils should report the matter to the Class or Head Teacher.

Appendix 1



Volunteer Helper Induction Form

This form is to be completed before any Adult helper / Volunteer commences their activity.

Name of Volunteer / Adult Helper	
Name of Supervising Teacher / Staff Member	

I have been briefed on my activity by the above member of staff and understand how to carry out the activity.

I have read the Evenlode Primary School Volunteer Helper Policy and as a helper in school I respect the school ethos and the need for confidentiality.

Signature of Volunteer / Adult Helper	
Date	

This form is to be signed and dated and handed to the School Office for filing on arrival at the school on the volunteer's first visit.