

# PERRYFIELDS PRIMARY PRU



## ADULT VOLUNTEERS HELPERS POLICY

<b>Review Date</b>	<b>Reviewed Date</b>	<b>Reviewer</b>	<b>Action</b>
<b>September 2017</b>	<b>October 2017</b>	<b>Education Sub Committee</b>	<b>Ratified by Management Committee 17.10.2017</b>
<b>September 2018</b>	<b>October 2018</b>	<b>Education Sub Committee</b>	<b>Ratified by Management Committee 16.10.2018</b>

## **Introduction**

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. Legislative requirements impact on the use of volunteers who work with children and vulnerable adults, particularly in relation to their suitability for this type of work. A Disclosure and Barring Certificate will therefore be required for this role. Volunteers are also required to evidence their entitlement to live and work in the UK in the same way as paid workers and whether there are any prohibition orders against them.

## **Use of Volunteers**

Volunteers make a valuable contribution when supporting contracted staff in providing services to the school. There are a variety of capacities within which volunteers can be of service, but they cannot replace a member of staff, or cover a vacant post. In return for their services, a volunteer will receive a sense of identity, social contact and involvement within the school, together with an opportunity for personal development or continuing professional practice. Voluntary work by its very nature is unpaid and should not be issued as a commitment to offering of a permanent position, security or remuneration (other than some expenses, which may have been agreed by the school). If the volunteer is a relative of a pupil they will not be placed in that phase of the school. The school accepts the service of all volunteers with the understanding that such service is at their sole discretion. Volunteers must therefore be advised that at any time, for whatever reason, the school can decide to terminate the relationship. If a volunteer wishes to end their relationship with the school, they should inform the Headteacher as soon as possible. Any volunteer, who has a conflict of interest with any activity or programme, whether personal, or financial, must declare this to the Headteacher.

### **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.

### **Volunteer helpers are not allowed to do the following activities:**

- take responsibility for all or some of the whole class;
- assist children in changing for PE
- 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 their supervising class teacher at all times.

## **Recruitment of Volunteers**

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

- Parents/Grandparents/Siblings of pupils attending Perryfields Primary School
- School students wishing to gain experience of working in a Pupil Referral Unit
- Students attending as part of their PGCE or BEd course

These volunteers are generally known to our school or its associated contractors (Worcester University, High Schools). These volunteers will be accepted without a formal interview process but will have reference checks. Other volunteers wishing to support Perryfields Primary PRU who do not fall into the above categories will be subject to interview with the Headteacher and reference checks.

DBS Certificates will be required for all volunteers. Headteachers will be required to explain the reasons for the check and reassure the volunteer that such checks are a standard procedure when working regularly in a school situation; they should also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work. A criminal record will not be an automatic bar to volunteering, as only relevant convictions will be taken into account. Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day may not require DBS Certificates. However, a person who regularly or frequently helps at the school will be subject to DBS checks. Regular contact is defined as three times or more in a 30 day period. It is the Headteachers' responsibility to determine the level of DBS Certificate check required. A person volunteering in a post should not be permitted to start until appropriate checks have been undertaken. Volunteers who have an unsatisfactory DBS Certificate or reference will be automatically refused and will be advised of the reason for the decision by the Headteacher. Volunteers who do not agree to these checks will be refused the opportunity to work for the school.

## **Health & Safety**

The School has legal obligations towards their volunteers and it is good practice to treat volunteers with equal consideration when it comes to health and safety. The school should ensure that, as far as possible, it meets the same health and safety requirements for volunteers as are demanded by law for paid employees. The Headteacher must ensure health and safety training and instruction is given to volunteers as defined on the risk assessments relevant to the activities being undertaken. Records should be kept of the information and training provided.

The school will ensure that the risk assessment process always involves employees and volunteers who are involved in the activities which are being risk assessed. The school will ensure that the risk assessment process always involves employees and volunteers who are involved in the activities which are being risk assessed.

The Management Committee is responsible for ensuring that all activities undertaken adhere to the LA's health and safety policy and procedures. It must provide health and safety policies and procedures and ensure through regular monitoring that health and safety policy and procedures are being adhered to. When helpers arrive in the school, they must sign in at the reception desk.

## **Induction**

Any volunteer working in the school should receive a local safeguarding induction that specifically advises on the safeguarding standards. The induction must also include clear codes of conduct. Headteacher should keep records of all training a volunteer receives.

## **Training**

Volunteers may be required to attend training. The Headteacher is also responsible for advising volunteers of appropriate codes of conduct and behavioural standards related to safeguarding.

## **Insurance**

The school's Liability Insurance contains a clause relating to volunteers which is sufficient to fulfil their legal liability in relation to volunteers carrying out work within the remit of their agreed work programme.

## **Unsuitability of Volunteers**

If, after appropriate support and encouragement, it is determined that a volunteer is unsuitable, they should be advised by the Headteacher that they are no longer required. Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all school property must be returned. If a volunteer is asked to leave because they harmed or may harm a child/student, the Headteacher will be required to refer the details to the relevant authorities such as the Police and the Independent Safeguarding Authority.

## **Signing in**

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.

## **Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the headteacher, who will report to the Management Committee. This policy will be reviewed by the Education Sub Committee every three years, or earlier if considered necessary.

## Appendix 1: Safeguarding Leaflet



# **Perryfields Primary PRU**

## **Adult Volunteers/Student Advice Leaflet**

## **Welcome!**

Thank you for taking the time to help in our school. We hope you find these guidelines helpful, however if you have any questions, please ask a member of staff.

## **Our School Day**

Morning Session 9:00am – 12.00pm

Afternoon Session 12:30pm – 2:30pm

## **Signing In**

Please make sure you sign in when you arrive at school – the book is in the main school entrance area. Please also make sure you sign out when you leave or we'll be searching the school for you if we have a drill.

## **Safety and Welfare**

**Fire** - Please familiarise yourselves with the fire exits nearest to the area in which you are working. Should you hear the fire alarm, please leave the building immediately and go out onto the school playground. If you are supervising any children, please escort the children to the playground where they will join the rest of their class. Please make yourself known to the Headteacher who will be checking that all visitors are out of the building.

## **Welfare Facilities**

The staff member you are working with will show you where the toilet facilities are and offer you refreshment if you are here over break or over lunch time. If this does not happen please do not hesitate to ask a member of staff. Due to confidentiality parent volunteers are requested to have their refreshments outside of the staffroom.

## **Health & Safety**

During your visit the class teacher you are working with will advise you on the tasks they wish you to carry out whilst you are here. It is important that any actions you take do not place children or adults at risk of injury. If you have any questions about how to do any task safely, please ask the teacher, particularly if you are involved in science, PE or Food technology. We believe that the school is a safe environment for our children and adults. If however you notice anything during your visit which concerns you, please let the main school office know so that this can be investigated.

## **First Aid**

If you or a child require assistance during a visit please ask a member of staff. If a child is seriously hurt, please do not move them – send another child or adult for help.

## **Disclosure and Barring Scheme Checks**

All regular helpers in school must have a DBS check (you may know this as CRB check). Please see the main school office who will make arrangements for the check to be made.

## **Child Protection**

If you have any concerns or would like any further information please see the Headteacher as he is the school's designated person for child protection. In his absence please see Mr Harrison or Mr Strangeway.

## **Confidentiality**

It is important that information you may learn whilst in school remains confidential. This is the case whether it is information about individual children or adults, (or the school itself). Please ensure that you do not discuss your observations of children's behaviour or attainment – even with the child's parent. We have learnt through past experience that this will only put you in an awkward position and it is important that a parent receives any information from their class teacher.

## **Smoking**

Smoking is not permitted in the school buildings or grounds.

## **Use of Mobile Phones**

Please do not use mobile phones in proximity of children. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Under no circumstances is any individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

## **Rewards**

You may reward the children for kind and helpful behaviour.

Thank you for all your help at Perryfields Primary PRU. It is very much appreciated.