



## **ST ANN'S HEATH JUNIOR SCHOOL**

### **Guidelines for Volunteer Helpers**

*The school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment.*

#### **Introduction**

Thank you for offering your time to come and work with the staff and children of St Ann's Heath Junior School. This information provides a basic guide for parents and helpers who spend time supporting our children, and we hope that it is useful.

Your help in school, whether working with an individual child or a small group, is most valuable. Our staff will endeavour to communicate clearly with you so that you are aware of expectations, learning objectives and the intended outcomes of the support that you give.

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties. The Co- Head Teachers or a member of the Senior Leadership Team (SLT) will ensure that the volunteers receive copies of all policies and procedures that are relevant to volunteering in school such as E-Safety, Health and Safety and Safeguarding policies. Volunteers will be asked to complete the Volunteer Agreement (see Appendix 1) which includes signing a declaration to say that they have read and understood these documents.

#### **Child Protection and Safeguarding**

All adults in our school have a duty of care for safeguarding and this includes volunteers.

Please raise any concerns with the Co-Headteachers (or member of the SLT) if:

- A child discloses any information to you that raises safeguarding concern;
- You are worried by any signs of neglect or abuse;
- You witness any behaviour of an adult that could be considered inappropriate.

#### **Enhanced Disclosure and Barring Service Check**

All volunteers in school must complete an online enhanced DBS check. Our School Business Manager, will go through this procedure with you. You will not be able to volunteer in school until this check is completed.

#### **Confidentiality**

Occasionally in school you may become aware of information about a child which is confidential or private to the child or their family. This is a delicate matter that requires tact and discretion on your part. It is essential that you treat anything you see or hear in school with regard to individual children as being in absolute confidence and entirely a matter to keep within the school. You should refer any such matters to the class teacher.

**Any conversation with parents outside of school is a breach of the school's confidence**, including being drawn into any sort of conversation about children's progress or behaviour. If people ask questions, **even about their own child**, you must direct them to address any questions to the class teacher.

If you have any sort of welfare, wellbeing or safeguarding concern, do not hesitate to speak to the Co-Head Teachers (or member of the SLT) in confidence.

### **Health & Safety**

Your co-operation in complying with all St Ann's Heath Health and Safety procedures whilst on site is expected.

In particular:

- It is important that we know exactly who is on the school premises and where they are. We therefore require every adult who helps in school to sign in the visitors' book at reception on entry and sign out on exit. **Please do not open the door for other visitors, as they need to be checked in by reception.**
- If you are concerned that any adult may be on site without permission, please make the class teacher or a member of office staff aware of their presence.
- In the event of a fire, evacuation or lockdown emergency, an alarm will sound. This is distinct from the more familiar lesson change bell. If you hear an alarm, a member of staff will give instructions where to go. Please ensure that you accompany the child/children with whom you are working as instructed. All movement of children should be carried out calmly, quietly and quickly.
- If a child/children with whom you are working with requires first aid, please refer them to the classteacher (unless in emergency, when they should be taken directly to the school office if safe to do so).
- If you are undertaking practical activities with children, please be aware of the nature of equipment and do not leave the area unattended at any time.

### **Supporting Children with Whom You Work**

Our school ethos aims to provide a caring and supportive atmosphere for the children. When working with an individual or group, please:

- Be friendly, calm and kind towards them;
- Praise them as often as possible;
- Explain what they are expected to do as clearly as possible, helping them with their task but not doing it for them;
- Don't be afraid to correct a child whose behaviour may be inappropriate, but avoid raising your voice or touching a child. If inappropriate behaviour persists please see the classteacher;
- Avoid children being over-friendly with you, even if they know you outside school.

### **Monitoring and Evaluation**

These guidelines are monitored in line with the Policy Review Process timescales by school leadership and by governors through the Vision and Ethos Committee. This policy will be reviewed by staff and governors every 3 years, or earlier if need arises. This policy will be promoted and implemented throughout the school.

### **And Finally ...**

Thank you again for taking the time to volunteer in school, it is really appreciated! If you have any queries, concerns, ideas for improving the way we work with our volunteer helpers, or if anything is unclear to you please do let us know.

<b>Policy Status</b>	
Agreed by Staff	June 2018
Agreed by Governors	June 2018
Next Review Date	June 2021



**ST ANN'S HEATH JUNIOR SCHOOL**

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at St Ann's Heath Junior School.  
Your offer of help is greatly appreciated.

Name of volunteer \_\_\_\_\_

Frequency of volunteering work (daily, weekly, specific days etc):

Outline of main tasks/activities that the volunteer will be involved in:

Please read and sign both copies of this volunteer agreement, return one to the school office and retain one for your records.

Declaration:

I have read a copy of the school's Volunteer Policy and agree to adhere to this at all times.  
I agree to abide by the school's policies and procedures and have read and signed the Safeguarding, Health and Safety and E-Safety policies.

I agree to work only as directed by school staff.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ (Co-Head Teacher or member of SLT)

Position \_\_\_\_\_

Date \_\_\_\_\_