



Reviewed March 2023

## St Bertoline's Church of England Primary School

### Policy on Adult Volunteer Helpers

#### Introduction

We want St Bertoline's 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 may therefore be required for this role if the volunteer is helping on a regular basis. A general risk assessment will be carried out to ascertain whether this will be necessary. At no time will the volunteer be left alone with children.

#### Use of Volunteers

Volunteers make a valuable contribution when supporting contracted staff in providing services to the school staff.

In return for their services, a volunteer will receive a sense of belonging 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 or staff member of the school, they can still work in that area, but will not be asked to carry out any work that impinges upon their relationship.

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.

All volunteers are expected to read the following policies

- Promoting Acceptable Adult Behaviour (including Parents) on the School Premises
- E-Safety Policy & Acceptable Use Policy
- Safe Use of Social Media Policy
- Mobile Phone, Tablets, Camera and Smart Watches Policy for adults
- Safeguarding and Child Protection Policy

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.
- Helping in the school office.
- Helping during the Keystage 1 Stay and Play afternoons/mornings

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:

- Govenors
- Parents/Grandparents/Siblings of pupils attending St Berteline's.
- School students wishing to gain experience of working in a primary school.
- Students attending as part of their PGCE (I.T.T. Training ) BEd course.

These volunteers are generally known to our school or its associated contractors, (University of Chester, local partner high schools). These volunteers will be accepted without a formal interview process or reference checks. Other volunteers wishing to

support St Bertelina's who do not fall into the above categories will be subject to interview with the Headteacher and possible reference checks.

DBS Certificates will be required for some volunteers. The Headteacher will be required to explain the reasons for the check and reassure the volunteer that such checks are standard procedure when working regularly in a school situation. The Headteacher 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, fair or sports day, may not require DBS certificates. However, a person who regularly or frequently helps at the school will be subject to CRB checks. Regular contact is defined as 3 times or more in a 30 day period. It is the Headteacher's responsibility to determine the level of DBS certificate check required.

Volunteers who are governors will subscribe to the Code of Conduct laid down for Governors when volunteering.

### **Health and Safety**

The school has a legal obligation to their volunteers and it is good practice to treat volunteers with equal consideration when it comes to health and safety. The school will 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 school will ensure that the risk assessment process always involves employees and volunteers who are involved in the activities which are being risk assessed.