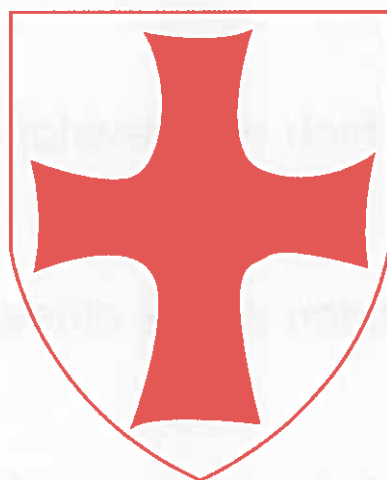


**St. Robert Southwell Catholic
Primary School
A school in the trusteeship of**



Diocese of Westminster



ADULT VOLUNTEER HELPERS POLICY

Approved by staff on: 1 September 2009

Adopted by governors on: 22 September 2009

Last Review: September 2017

Next Review: September 2019

Responsible Person: Headteacher

A handwritten signature in black ink, likely of the Headteacher, written over a horizontal line.

MISSION STATEMENT

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.



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POLICY ON ADULT VOLUNTEER HELPERS

Introduction

The first thing to say is how much we value and appreciate the help of adult volunteers at St Robert Southwell School. We welcome their help with many different aspects of the life of the school, from reading with children and supporting group work, to preparing resources and helping with school trips. Adult volunteer helpers are one of the biggest groups of people who give freely of their time to help the school deliver to the pupils an education of the highest standard. Some are able to help regularly and others can only spare time now and then. This policy has been written to help provide current and prospective parent helpers with expectations and information on school procedures. Hopefully it will help make the voluntary work both enjoyable and valuable to both the helper and the children. 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.

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

Paid full-time or part-time staff employed by the school:

- Teachers
- Teaching assistants
- SEN assistants
- Nursery nurses
- SMSAs
- School admin staff
- Sports coaches
- Breakfast Club and After School Club Staff

Adult workers employed by another organisation:

- Peripatetic music teachers
- Trainee teachers
- LA advisers and inspectors
- Health visitors / school nurse
- Caretaker
- Cleaners
- Grounds maintenance staff
- Contract workers (e.g. an electrician or heating engineer)



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Volunteer helpers:

- Parents or other adult helpers working alongside teachers
- Students on work experience

This policy sets out the arrangements for adult volunteer helpers only.

Adult Volunteer helpers

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 curriculum days
- Helping with art or subjects involving other practical activities

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for the whole class
- Change very young children, or supervise them changing
- 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 the class teacher at all times.

SAFEGUARDING

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within schools and the LA who have specific responsibilities. Attached to this policy are staff members and Governors' details with specific responsibilities relating to safeguarding.

All staff and helpers in school have a responsibility to report any concerns they have or any disclosures that are made to them to the designated safeguarding lead, Honor Beck, Headteacher. If their concern is regarding the Headteacher then the person should report their concern to Mr Peter Manning (Chair of Governors).

All adult volunteer helpers who help in school are provided with a copy of this Adult Volunteer Helpers Policy and are asked to sign a copy of the guidelines attached in appendix 1. All helpers who volunteer on a regular basis or work in school must be willing to complete a full check by the Disclosure and Barring Service (formerly CRB).



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

HEALTH & SAFETY

Helpers are subject to the school's Health & Safety regulations and are welcome to read the Health & Safety Policy and Emergency plan. First Aid must only be carried out by a qualified member of staff.

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.

FIRE PROCEDURES

The fire alarm is a continuously ringing bell. When it sounds, the teacher will lead the children from the room in silence through the designated exit. If you are working with a small group in another part of the school, make sure that all the children are there, and then take them out by the nearest fire exit and into the junior playground at the front of the school. Do not let them go back to their classroom for personal belongings. Take the children to join the rest of their class and tell the teacher that you are there.

CONFIDENTIALITY

Adult helpers are welcomed into the staff room at break times to enjoy a drink and a chance to relax, but we do ask everyone to be aware that items of a confidential nature are sometimes discussed there and to exercise discretion. We also ask that confidentiality be maintained in respect of children's:

- attainments
- attitudes
- behaviour

whilst operating in school as a helper. Any matter of concern should be discussed with the Headteacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.

MOBILE PHONE COMMUNICATION AND INSTANT MESSAGING

Adult volunteer helpers are advised that mobile telephones are not to be used on the school site in front of the children. Photographs and videos of pupils should not be taken with mobile phones.



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Deployment of classroom helpers

Helpers will be asked to support in classes in which there is the most need for individual support. Adults helping in school with the children are always under the supervision of the class teacher who will explain the task, what is required of the children and the helper's role in that setting. There may be occasions when parents do help in their child's class. Parent helpers should treat their child as they would treat the rest of the class.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the Governors summarising their value to the children.



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CHILD PROTECTION GUIDELINE FOR ALL HELPERS

It should always be your policy to safeguard the welfare of all pupils by protecting them from physical, sexual and emotional harm.

Code of Behaviour

- DO Treat everyone with respect
- DO Provide an example you wish others to follow
- DO Plan activities which involve more than one other person being present, or at least which are within sight or hearing
- DO Respect a young person's right to personal privacy
- DO Provide access for young people to talk to others about any concerns they may have
- DO Encourage pupils and helpers to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- DO Maintain a healthy lifestyle
- DO Remember that someone else might misinterpret your actions, no matter how well-intentioned
- DO Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- DO Stay calm

- DO NOT Permit abusive youth peer activities
- DO NOT Play physical contact games with pupils
- DO NOT Have any inappropriate physical or verbal contact with others
- DO NOT Jump to conclusions without checking
- DO NOT Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- DO NOT Exaggerate or trivialize child-abuse issues
- DO NOT Show favouritism to any individual
- DO NOT Make suggestive remarks or gestures
- DO NOT Believe "it could never happen to me"

What happens if

Tell your headteacher or designated child protection teacher

Record/write down facts as you know them

Ensure the child has access to an independent adult

Ensure that no further situation arises which could cause concern



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APPENDIX 1: GUIDELINES FOR PARENT/ADULT HELPERS

Thank you for your offer to help. We are very grateful to so many friends, carers and parents who give of their time and expertise to help the children in our school. We welcome parents and other adult helpers into our school to assist in a variety of ways. We recognise the importance of you as part of our home/school partnership, our role in the community and our overall school ethos. We try to ensure that at all times you are engaged in activities that are meaningful and appropriate and that you are fully aware of the school's expectations. We would like you to feel confident about helping and we realise that you may have many questions to ask. We will be happy to give you any guidance you require. Helpers play a vital part in our school life and enable us to provide an enriched curriculum for the children.

The list below details some of the areas in which we invite parents to help:

- Reading
- Sports Events
- School trips and visits
- Cookery
- Art, Craft and Technology

In order to ensure that adults helping in school do so in a safe environment we ask them to be aware of the following:

- We have to follow very careful guidelines on aspects of physical contact with children.
 - Please remember not to initiate contact with children - let them take the lead but discourage over-familiarity.
 - Please do not lift, carry or move a child in any way.
 - If a child asks to go to the toilet, refer them to the class teacher rather than take them yourself.
 - If you are asked to help supervise changing for PE or swimming, encourage the child to do as much as possible for themselves. Do not physically help unless another adult is in the room.
 - No adult in school is permitted to remove or insert earrings.
- We have well defined procedures for informing parents of what has happened whilst the children are in school and we will be the first to discuss any issues where we have concerns. Please do not be tempted to relay anything you have seen or heard in a classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school. Helping in the classroom means you are privy to "inside information", especially when staff are talking together. Please exercise the utmost discretion in all respects.
- If a child does or tells you something that causes you concern you must tell the class teacher or Headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.



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- Arrange your time in the classroom with the teacher in advance - it is helpful if you can also agree what you feel able to help with (there are lots of ways we can use your expertise to support the children's learning). If you are unsure of what you have been asked to do, please check immediately - either with the teacher or the teaching assistant.
- You should never be left in the classroom on your own with a large group of children. If you have been DBS checked you may be asked to work with a small group or an individual child outside the classroom.
- Children will sometimes "push the boundaries" with a parent/adult helper. If a little reminder does not elicit an immediate improvement, please refer to the teacher. Whilst you are in the classroom you will sometimes see a child disciplined. However sorry you feel for them, please do not give them any comfort or support. You will not always be aware of what has happened previously or the warnings they have been given.
- If you have concerns at any time about the way a child has been treated or any aspect of classroom practice, please raise the issue immediately with the headteacher.
- Occasionally children become a little unsettled when their parents are working with other children in the classroom. Most children soon get used to their parent helping in class and settle down after a few weeks. If this does not happen we may ask you to help in a different class for a while. This is entirely at the Headteacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- The welfare of the children is paramount so in the unlikely event that the policy/guidelines are not followed or that other concerns are raised and substantiated the school reserves the right, following discussions, to prevent further voluntary work at the school.

Declaration

- I agree to follow the guidelines above
- I am willing to have/have had a full DBS check by the school
- I agree to receiving a safeguarding briefing from the designated safeguarding member of staff.

Signed: _____ Name (please print) _____

Date: _____



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STAFF MEMBERS & GOVERNORS WITH SPECIFIC RESPONSIBILITIES RELATING TO SAFEGUARDING

Contact Name	Key Area of Responsibility
Headteacher – Miss Honor Beck	Designated Lead - Overall responsibility for safeguarding
Mrs Lisa Egan (Maternity Leave) Miss Fiona Montgomery (Maternity Cover)	Deputy Designated Lead for safeguarding
Mrs Anne Quigg	Governor with specific responsibility for Child Protection
Mr Peter Manning	Governor with specific responsibility for Safeguarding and Health & Safety
Miss Honor Beck	Child Protection Designated Person
Mrs Lisa Egan (Maternity Leave) Miss Fiona Montgomery (Maternity Cover)	Child Protection Lead Teacher Harassment and Discrimination Use of physical intervention Bullying & Behaviour
Miss Honor Beck	Racist Incidents
Miss Fiona Montgomery	Designated Lead for 'Looked-After' Children & Children in Care
Mrs Lisa Egan (Maternity Leave) Miss Fiona Montgomery (Maternity Cover)	Responsibility for monitoring and organising support for vulnerable children
Mr Darragh Lee	Internet Safety – E safety
Mrs Cathy Keville (EYFS) Miss Colette Malone (Years 2&3) Miss Sinead Lay (Years 4,5 & 6)	Educational Visits
Miss Honor Beck	Pupils' Health and Safety
Mrs Lisa Egan (Maternity Leave) Miss Fiona Montgomery (Maternity Cover)	Meeting the needs of pupils with medical conditions
Mrs Lisa Egan (Maternity Leave) Miss Fiona Montgomery (Maternity Cover)	Responsibility for monitoring and organising support for vulnerable children
Mrs Michelle Rattigan	Governor with specific responsibility for educational visits
Mrs Marion Lynott	Medical & Welfare
Mrs Susan Cosgrave & Site Manager	School Security/Premises