



Donington Cowley Endowed Primary School

Volunteers in School Policy – July 2024

Donington Cowley Endowed Primary School actively encourages the involvement of parents and other members of the community in enhancing experiences of children and young people within its school

To ensure the health, safety and enjoyment of everyone involved we have drawn up this adult helper's policy with the following appendices:

- ❖ Appendix 1 – Classroom Helpers Procedures for Teachers
- ❖ Appendix 2 – Classroom Helpers Guidelines
- ❖ Appendix 3 – School Letter/Volunteer Form for Parents
- ❖ Appendix 4 - Volunteer Indemnity

Adult Helpers Policy

When working with children it is imperative that the strictest standards of health and safety are maintained.

Volunteers: where there is to be contact with the children and in any supervisory capacity an Enhanced Disclosure & Barring Service Check **must be** done.

Responsibility and Discipline

The role of the helper is one of support to the class teacher; however, the teacher remains responsible for all pupils. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at

all times. We expect children to behave with the same respect and politeness to any visitor/helpers in the school, as they would staff members.

Confidentiality

It is essential that all helpers appreciate and support the necessity for confidentiality. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to helpers spending time in school. In addition to this, helpers must sign a 'helpers in school' agreement, detailing that they have read and understood the guidelines. Involvement of helpers in class is an optional arrangement and as such will be undertaken only if the individual class teacher feels comfortable about doing so. As this arrangement is by mutual agreement, both staff and helpers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in school by helpers is as enjoyable and beneficial as possible. We endeavour to involve helpers as fully as possible in school life whilst ensuring safe boundaries for all involved.

Appendix 1

Helpers in school: Procedures for Staff

In accordance with our policy, we welcome involvement in school life by parents and other interested members of the community. The following procedures for staff should ensure that there is clarity as regards the roles and responsibilities of all involved, being mindful of Child Protection Procedures.

- Prior to a helper starting a session/sessions they will meet with a member of staff and be given a copy of our guidelines. The member of staff will talk them through the guidelines, discussing and answering queries. The helper will be asked to sign an agreement acknowledging that they have read and agree to work within the guidelines laid down, particularly regarding confidentiality.
- A helper will be shown round the school, and the staffroom, toilets, etc pointed out. Break/lunch times will also be pointed out. The helper will have fire procedures and first aid procedures explained to them.
- A helper may be assigned a task with or without children within the school. If with children, the teacher will ensure that the group is of a manageable size. The teacher will explain any given task, being clear as to what is expected of the helper e.g. supervising a craft activity, tidying up at the end of the activity etc.
- Children will be expected to behave with courtesy and politeness and the teacher retains responsibility for discipline. The teacher will explain to the helper what the expectation of children's behaviour is, including the classroom code of conduct.
- A helper may be asked to do preparatory duties outside classroom. Such activities would usually be undertaken alone or with another helper, again the teacher will carefully explain what is required.
- At the end of a session involving a helper the teacher will express thanks on behalf of the school.
- A helper may only be left alone with a group of children if they have been cleared on an **Enhanced Disclosure & Barring Service Check**.

Appendix 2

Guidelines for Helpers in School

We welcome parents and friends to become involved in school life, particularly to share interests, experiences or skills with the children. To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

Do:

- ❖ Sign in when you arrive at school. You will be issued with a red visitor badge and lanyard – this **MUST** be worn while you are in school.
- ❖ Ensure you are clear as to your role and that you have discussed the activities to be carried out with a teacher and filled in a 'Helpers' form.
- ❖ Work at the children's level – both in conversation and in physical size
- ❖ Discuss the task in hand and keep the children focussed
- ❖ Encourage children to adhere to class/school rules
- ❖ Help children finish and tidy up after a task
- ❖ Direct a child to the teacher if you are unsure of something
- ❖ Encourage independence, use questions such as 'what do you think you should do next?'
- ❖ Encourage children to work quietly, reinforce this by using a quiet voice yourself
- ❖ Encourage children to move quietly and calmly within the school without running
- ❖ Use appropriate language

Don't:

- ❖ Take children out of the room without a friend and **never** accompany them to the toilet
- ❖ Help a child change their clothes whilst alone with them
- ❖ Hold on to or strike a child
- ❖ Reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the class teacher

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or situation do not hesitate to approach the teacher immediately.

Confidentiality

CONFIDENTIALITY - It is of extreme importance that everyone working within the school setting adheres to strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, we ask if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss it with the teacher or Headteacher before you leave.

As stated previously these guidelines are to ensure the health, safety and enjoyment of all concerned. If you feel that you can work within these guidelines, please fill in and sign the form below.

Thank you for being involved and participating. We hope you enjoy helping us!

Appendix 3

To be completed by all volunteers after reading guidelines and then retained on file.

I have read, understood and agree to work within the School Guidelines for 'Helpers in School'

Signed _____

Printed _____

Date _____



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Dear

Appendix 4

VOLUNTEER INDEMNITY

I write to offer you the insurance indemnity as an approved volunteer working for Donington Cowley Endowed Primary School.

The contents of this letter are prescribed by the County Council's insurers. I would ask that you read it carefully and sign below before returning to the school office.

This letter is to confirm that I have given approval for you to work as an authorised volunteer. As part of the authorisation process the County Council will, subject to the exceptions set out below, indemnify volunteers against all claims (including the payment of costs made against them), and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to its volunteers under any policy of insurance taken out by the County Council, or any motor vehicle insurance policy taken out by the volunteer) occasioned by any neglect, act, error or omission committed by volunteers in or about the pursuit of their duties on behalf of the County Council whilst acting as authorised volunteers.

The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- i. Fraud, dishonesty or a criminal offence on the part of the volunteer.
- ii. Any neglect, error or omission by the volunteer otherwise than in the course of his/her authorised activities as a volunteer.
- iii. Liability in respect of surcharges made by the County Council's auditors.

The indemnity will not apply if a volunteer, without the written authority of the County Council, admits liability or negotiates, or attempts to negotiate, a settlement of any claim falling within the scope of this indemnity.

I realise that these provisions are written in legalistic terms, but simply put they mean that you will be indemnified against claims, other than in respect of the exceptions mentioned, as long as you do not admit liability or negotiate, or try to negotiate a settlement.

If you have any queries about this letter, please speak to me in the first instance. Otherwise, will you please sign both copies of the letter below and return one copy to me.

Yours sincerely

Sophie Foston

Mrs Sophie Foston
Executive Headteacher

Volunteer Indemnity

I acknowledge that I am authorised to work for Donington Cowley Endowed Primary School as an authorised volunteer and also that I understand the provisions of the County Council’s scheme of indemnity as set out above.

Print Name.....

Signed..... Date.....