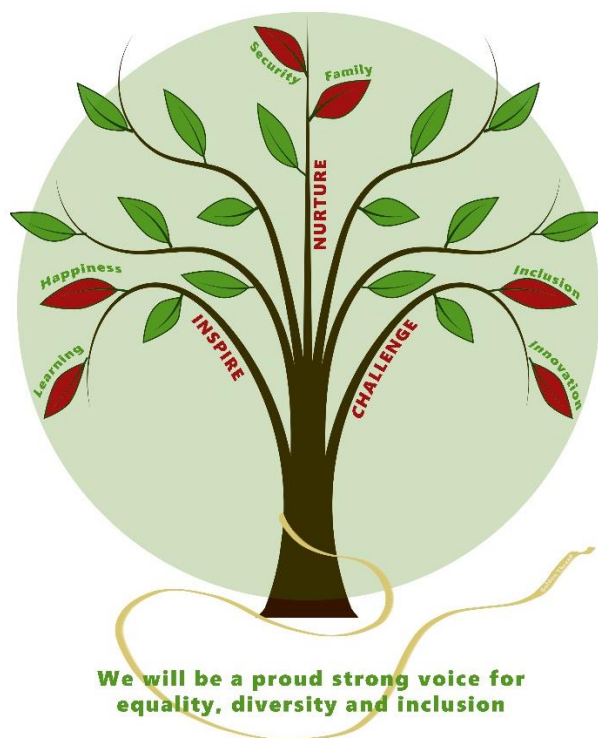


Dormansland Primary School



Adult Volunteer and Visitor Policy

Date adopted	Autumn 2 2023	Next review due	Autumn 2 2026
Review period	3 Years	Status	Non-Statutory
Written by	Mr M Cook Mrs F Davies	Governor review by	Noted

1 Introduction

1.1 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.

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

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

teachers;
teaching assistants;
SEND learning support assistants;
school office administrative staff;
premises manager;
cleaners;
midday supervisors.

1.2.2 Adult workers employed by another organisation:

peripatetic music teachers;
trainee teachers;
LA advisers and inspectors;
health visitors;
grounds maintenance staff;
contract workers (e.g. an electrician or heating engineer);
Sports coaches.

1.2.3 Volunteer helpers:

parents or other adult helpers working alongside teachers;
students on work experience.

1.2.4 Governors:

moderation visits;
support in classes;
support for senior school leaders.

2 Volunteer helpers

2.1 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 with after-school clubs.

2.2 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.

3 Signing in

- 3.1 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 system will give the date and time of arrival. They must also sign out, and return their badge before they leave.
- 3.2 They will be asked to read our Visitors' Information sheet which includes information about safeguarding. As part of the signing in process are asked to confirm they have read and agree to the terms and conditions set out.

4 Police checks

- 4.1 For the children's safety, all volunteers work within an open environment and are never left alone with a child. Occasionally for a one-off visit, providing the Head Teacher gives approval and they are not working in a one-to-one situation, they will not have DBS clearance.
- 4.2 The Head Teacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

5 Deployment of classroom helpers

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. However, for our enrichment weeks, which happen once a term, we are happy for parents to work alongside their own children and actively encourage parents to support us in this way.

Helpers will be asked to support in classes in which there is the most need for individual support.