

Statutory/HCC Recommended	Developed by:	Approved by:	Date Approved/Reviewed	Next review date:
School	DHT	HT	December 2016	December 2019

FAIRFIELDS PRIMARY SCHOOL

Policy for volunteer helpers

At Fairfields we welcome the involvement of parents, grandparents and other adults who are interested in helping us in our work. We have many volunteers who freely give of their time on a regular basis and we value their support highly, but we also have many opportunities for people to volunteer for special projects. Please let us know if you have a special skill that you might be able to share.

There are many areas where volunteers can be involved including: -

- * Working with children in the classroom (either their own child's or in a different part of the school).
- * Listening to children read
- * Helping with the organisation of the school library
- * School clubs
- * Making resources
- * School trips
- * Sharing a special skill

Why do we encourage adult helpers to come into school?

1. It helps the teacher to have another adult to support the children with their work or to help with the preparation of resources
2. It helps the children who benefit both from extra support and from the chance to work with a wider range of people
3. Parents get a better insight into the way that their children are taught in school and what they are learning
4. Home/school relations will be positive as parents are confident that the school is working hard in the interests of their children

It is our responsibility to ensure that our volunteer helpers have successful and enjoyable visits and to ensure that they have all the information that they need. Some general information can be found in the *Guidelines for volunteer helpers & -Guidelines for helpers on school trips (Appendix1 and Appendix 2)*

Security

It is important for the safety of our children that all adults who work in our school agree to a check being carried out by the DBS-disclosure and barring service. Once that has been received and checked, we can commence with the support. In addition, they will be asked to sign in and out of school (at the desk in Reception) and to wear a badge for the duration of their visit. Regular classroom support volunteers will also be asked to complete an application form which will include the need for references to support their application.

All volunteer helpers will have an introductory meeting with the Deputy Headteacher, who will discuss key issues such as Health and Safety, Child Protection, 'whistle blowing' and Confidentiality with them. All volunteer helpers will be assigned a mentor (usually a Learning Support Assistant) who will complete a '*Volunteer Helpers Induction*' form (*Appendix 3*) with them and help them to get to know where the things that they might need in school can be found.

Other Policies that should be read in conjunction with this policy are:

- Child Protection
- Behaviour
- Anti-bullying
- Fire Safety
- Health and Safety
- The use of the school field
- Security on site
- Playground supervision