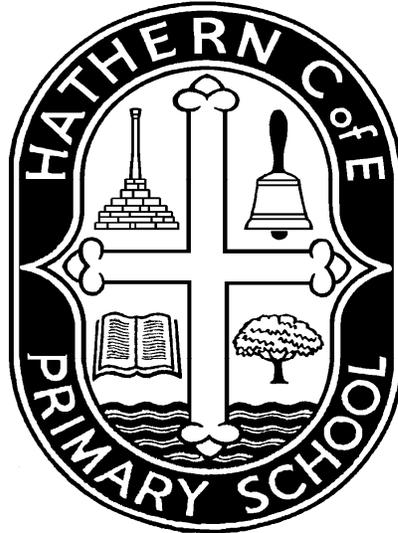


# Hathern Church of England Primary School



## **Helper/Volunteer Guidelines**

At Hathern Church of England  
Primary School, we believe in  
'Learning and Caring Together'

## Guidelines for Helpers/Volunteers in School

The children, staff and governors of Hathern Church of England Primary School greatly appreciate the help and support given by parents and other helpers in the classroom, in sporting activities and on school visits.

We hope that the time spent with the children and staff at the school is rewarding to all concerned, and that the dedication and skills of our helpers is recognised and valued.

As would be expected in any work place, there need to be certain rules and expectations, and at Hathern C.E. Primary School these predominantly centre around '**confidentiality**' and '**safeguarding**'.

- Confidentiality re. individual pupil progress
- Confidentiality about teaching and learning observed
- Confidentiality about any individual within the school
- Safeguarding the child
- Safeguarding the adult

We need to be assured that we can trust our helpers explicitly and that through an effective partnership with the school, the children ultimately benefit.

All staff, governors and volunteers are required to complete a '**Confidentiality Agreement**' (see enclosed); this should be completed and returned to the School Office and will be retained on file.

We also would expect our helpers to:

- dress in an 'appropriate manner', reflecting the expectations and requirements of the activities undertaken
- only work with the children under the supervision of a member of staff
- use appropriate language whilst on site

At no time would a helper be asked to:

- toilet children
- dispense medicines to children
- bathe, change or shower children
- administer first aid
- misuse or interfere with anything provided by the school in the interests of health and safety
- enter areas designated 'off limits' e.g. Boiler Room, Premises Staff cleaning cupboards, Resource Room
- use equipment considered to be 'off limits' e.g. ladders, fax machine, office computers
- attend school if unwell with sickness, diarrhoea or any other contagious disease

- be left with a pupil/group of pupils beyond the view of a school member of staff
- undertake any kitchen work (supporting another named adult in 'Cooking' activities is permitted)

In the event of an evacuation a helper/volunteer MUST accompany the host member of staff to the approved assembly point.

*Fire Alarm – continuous ringing of bell; stop work and prepare to evacuate*

*Evacuation – if the bell sounds continuously exit the building by the safest identified route and assemble on the School Playground*

*Return to the building – only when instructed to do so by the HT/Senior Leader/Site or Office Manager*

*Discovering a fire – break the glass in the nearest fire point and leave the building by the nearest fire exit; follow guidance on Fire Notices displayed in each working area*

***‘Hathern C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’***

(Taken from our School’s Safer Recruitment Policy and Guidance)

*A full/enhanced **CRB** – Criminals Record Bureau – **Check** will be required by all volunteers who volunteer on a regular basis.*

The new definition that came into affect on the 12<sup>th</sup> October 2009 clear states that an enhanced CRB check is required for any post which carries out any of the following:

- Activity of a specified nature involving frequent, intensive and/or overnight contact with children and/or vulnerable adults (e.g. teaching, training, care, supervision, advice, treatment and transportation);
- Activity allowing frequent or intensive contact with children and/or vulnerable adults that is in a specified place (e.g. care homes and schools);

**Frequent** – once a month or more. **Intensive** – 3 or more days in any 30 day period.

We ask **all volunteers** to have a valid CRB-check before we allow them to help within the school; this is our agreed practice.

The Head Teacher, or delegated individual, is also entitled to see the details contained on a CRB Disclosure for a volunteer directly appointed by them to undertake work within their school; this is not the case for others who are employees or volunteers from other organisations companies etc.

All Helpers and Volunteers are required to wear a Visitors Badge; this will be provided by the School Office on the first occasion of working within school. If the help/volunteering is to last longer than one single session a more permanent badge will be provided; this will be stored in the School Office and must not be removed from the premises.

If at any time it is considered by a member of the School Leadership Team, that behaviour or conduct of the helper is inappropriate, or infringes health and safety protocols/procedures for either themselves or for another member of staff, then they would be asked to immediately leave the school site. The school would document the reason for 'removal from the premises' and the Chair of Governors would be informed of the decision reached.

Inevitably a helper/volunteer *may* become aware of difficulties and problems with an individual or a group, with resources used or with class/school organisation/management.

To help us ensure that we continue to meet the needs of the children within our care to best of our abilities, we would ask that you speak to the class teacher with whom you are placed and pass on any concerns to him/her as soon as feasibly possible.

### **Volunteer Drivers:**

The agreed protocol for parents/carers/friends offering to transport pupils to school events, i.e. sporting fixtures, musical concerts/performances, is as follows:

- All volunteers **MUST** have a valid enhanced CRB (see details above)
- All volunteers **MUST** have appropriate insurance that permits them to transport children; the relevant Motor Insurance Certificate **MUST** be presented to the Office Administrators who will record the details on a central record
- All volunteer drivers **MUST** have a valid MoT Certificate (if required due to the age of the car) which must be presented to the Office Administrators who will record details on the central record

***All parents allowing their child(ren) to be transported by others MUST complete a 'Consent Form'.***

Having read these, our school expectations, please would you complete the form attached and return it to the School Office at Pasture Lane.

Thank you for choosing to support the work that we do at Hathern C. E. Primary School – we look forward to working with you.

Yours sincerely,

Michael Hoare  
Head teacher

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### Helper/Volunteer Guidelines

- I have received a copy of the Helper/Volunteer Guidelines which I have read and I understand the content.
- I have completed and returned a completed 'Confidentiality Agreement'.
- I have a valid CRB Certificate and I have provided the Office Administrators with the required information (my details have been recorded on the school's Single Central Record (SCR)).

***If transporting children:***

- I have presented a valid Certificate of Motor Insurance
- I have presented a valid MoT certificate (if appropriate)

***Please tick to record 'actions taken'.***

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

***No volunteer may work within school in a volunteer/helper capacity unless all first 3 boxes are ticked and verified.***