



Longwood Primary School

Volunteers in School Policy

Aims

- To build positive relationships with all the adults who help in school
- To value and use to advantage the expertise, talents and interests of adults who come into school
- To enable the children to meet and work with a wide range of people
- To facilitate individual and small group work under the teacher's supervision and guidance.

Practical Considerations

Who Helps?

At Longwood Primary School, we welcome adults into school as helpers. These could be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest in a class or school based topic.

When?

Each class teacher is responsible for Parental Involvement in their class and for organising class helpers. Helpers are recruited at the beginning of each school year in response to a general letter from the Headteacher or through personal contact by the teachers. Replies to the letter are distributed amongst the year group by class teachers. Individual teachers then contact their helpers and make their own arrangements. Helpers do not usually work in their child's class.

Some helpers might be new to school whilst others are recruited from previous years.

Potential helpers can approach the school throughout the year. Similarly, if a need arises for extra helpers or helpers with a specific expertise, a further letter will be sent out.

Adults help in school throughout the school day. They could be asked to help with a range of activities and tasks in and out of the classroom, depending on their preferences and skills.

Arrangements are made for adults, who are unable to come into school to take tasks home.

All helpers are required to be familiar with the following school routines and practices:

- Helpers should sign the Visitors' Book so that their presence on site is known. They should then sign out on departure.
- Helpers should be supervised adequately whilst on site.
- Helpers should be provided with, and required to use, any personal protective equipment necessary to safeguard their health and safety.
- Helpers should be aware of the Fire Drill and Fire Safety Procedures
- Helpers should notify the school office if they are unable to come in.
- **Confidentiality and discretion** are very important. Helpers should not discuss a child's work or behaviour with the child's parents or anyone else outside of the school.
- Concerns about a child's welfare or progress should be conveyed to the class teacher.



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Clearance

All helpers have to have a current enhanced CRB clearance to work with children

Break time

Helpers are welcome to spend their break time in the staff room. Class teachers should show them where everything is kept. Teachers are responsible for introducing a new helper to other adults in school and showing them around the premises.

Training

Extra training for helpers in school is provided by the Assistant SENCo

Further Information

See also:

- Child Protection Policy
- Looked After Children Policy
- Behaviour Policy

This policy should be read in conjunction with the following:

- Human Rights
- Equal Opportunities
- Disability Discrimination
- Gender Equality