

St. Peter's C.E. Primary School – Policy for Voluntary Helpers

At St. Peter's C.E. Primary School, we welcome assistance from voluntary helpers who have appropriate skills and clearances to work with our pupils and assist teachers.

After advice from the Special Educational Needs multi-professionals who attend our termly meetings, it was decided to amend the policy for voluntary helpers so that volunteers did not work in the same classes as their own children. This is for the benefit of all children in school, irrespective of their level of ability, and it is effective from January 2013.

The exception to this is when parents are asked to help with a school outing. (This is an isolated occasion as opposed to a regular time in the classroom.)

When a potential voluntary helper approaches school staff to offer assistance in a class, the Team Leader of that particular key stage (a member of the Senior Leadership Team) should meet with the volunteer to assess what kind of assistance is to be offered and what the volunteer hopes to gain from their time in our school. Identity documentation and contact details (current CRB, passport, birth certificate, driving licence, evidence of address) will need to be produced by the volunteer to confirm their identity, current address and contact details.

The volunteer needs to be made aware of the need for confidentiality regarding any school matters and that they should take their instructions from the class teacher during their time in school. The volunteer also needs to know that s/he can speak to a senior leader should there be any concerns regarding safeguarding or child protection.

Volunteers should be within sight of the teacher or teaching assistant at all times when working with pupils. Volunteers should be fully briefed on their roles and responsibilities by the teacher of the session. In any class there should be a maximum of two volunteers in any session.