



# Voluntary Helpers Policy (Students, Parents/Carers and Other Helpers)

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Person(s) Responsible: Headteacher

Formally adopted by the Governing Body: April 2022

Last review: April 2023

Next review: April 2024

***This policy also applies to the Early Years Foundation Stage (EYFS)***

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## Introduction

We welcome volunteers into Biggin Hill Primary School and are very grateful that we are able to use the time and skills of volunteers to benefit the children in our school. By helping in school, volunteers are helping to raise the standards of education by providing extra opportunities. We appreciate and value the time volunteers give to our children and school.

## Prior to volunteering at Biggin Hill Primary School

Prior to volunteering at Biggin Hill Primary school you will:

1. Have an informal discussion with a member of staff. This will either be the headteacher, deputy headteacher or a designated member of staff that has been assigned to look after volunteers within school.
2. Be given the opportunity to find out more about volunteering in school and ask any initial questions you may have. You may have a particular area of interest or skill set that you would like to use or you feel may be beneficial to our children. Please communicate this when you speak with a staff member.
3. After agreement with the headteacher and / or deputy headteacher, you will be invited to have a supervised trial session to see if volunteering is for you.
4. At the start of your trial session you will be welcomed to school by an assigned member of staff, asked to sign in, read our Safeguarding Guide and also made aware of our evacuation procedures. After a trial session, if you decide you would like to volunteer with us, then steps 5-10 will be followed below.
5. Complete your Disclosure and Barring Service (DBS) and sign Appendix 3 of our Online Safety Policy with a member of staff.
6. Be introduced to the team you will be volunteering with and a point of contact.
7. Be made aware of our Emergency Evacuation Policy and Procedures.
8. Have read our Safeguarding Children and Young People Policy and signed to say this has been read.
9. Sign the Volunteer and Helpers Agreement (appendix 1).
10. Volunteer welcome checklist will be completed (appendix 2).

## Working with children

When you work with children at school, you will always be under the supervision of one of the teachers, who will let you know what they want you and the children to do. If you have specific skills, which could be used in school, please let the teacher know and they will try to use your time and skills in the most productive way possible.

Like all other adults in school, you will have high expectations of children's behaviour. The children should be courteous, use polite language and listen when others are speaking. Encourage them through praise and by setting a good example. If any child is not showing the correct behaviour for learning, please inform the class teacher. Class rules and our school values are on display around the school.

When working with pupils, it is important to remain focussed on the task that you have been asked to undertake. Even if you know the pupils that you are working with very well, it is important that any discussions are focussed on the task in hand and not on subjects from outside school, or on personal questions.

We appreciate the value our volunteers bring to Biggin Hill Primary School. If you have a particular skill set that you feel we would benefit from, please let us know.

## Safeguarding

Safeguarding Policies are available on the school website or from the school office.

- Volunteers who help in school once a week or more often will need to have a Disclosure and Barring Service (DBS) check which can be obtained through the school office and will need to be reviewed every three years.
- Avoid physical contact with pupils, as well intentioned contact can be misconstrued.
- Whilst in school mobile phones should be off or on silent and kept in a secure place. At no time can a phone be used to photograph children when you are helping in school or on school visits.
- Should a child disclose to you information of a sensitive nature please inform the class teacher as soon as possible.
- Parents helping with swimming need to follow guidance from the class teacher. Parents should never enter the changing rooms without another adult being present.
- You cannot contact or accept children on Facebook or any other Social Networking Site.

## Confidentiality

When you are helping in school, you may have access to confidential and often sensitive information about adults, children and in particular children with special educational needs. This information is strictly confidential and we ask all volunteers to behave professionally and to respect the private nature of certain discussions and information.

Under no circumstances should you talk about specific children other than with the teachers employed by the school, without the specific agreement of the Headteacher. Although it is pleasant to work with your own children, this can have a detrimental effect on their attitude, concentration and learning, therefore it is best practice that parent volunteers working in the school may be asked to work in a classroom or year group where they do not have a child of their own.

## Health and Safety

When you are on our school site, you must always sign in and out in our reception areas and wear a clearly visible lanyard and school visitor badge. It is very important that our staff can identify you very quickly. Please read the Emergency Evacuation Policy and Procedures and observe the Fire Assembly points, which are clearly displayed in each classroom. The fire alarm is a loud, continuous bell.

## Dress

When you are volunteering in school please dress appropriately to be in a school setting i.e. no bare shoulders.

## Break and lunch times

Should you wish to make a drink or have a space to take a break across the lunch hour, we have a visitors room available for our volunteers to use.

## Appendix 1 Biggin Hill Primary School Voluntary Helpers Agreement

**I have read and understood the “Voluntary Helpers Policy” and will abide by the guidance contained in it.**

- I understand that I am volunteering to be a helper.
- I understand that as a voluntary helper in school, I am bound by Biggin Hill Primary School’s policies and health and safety regulations.
- I understand that all school policies are available for me to read, should I wish to, from the School website.
- I understand that the class teacher will inform me of fire safety procedures and of any policy information, which he/she feels I should be aware of.
- I understand that certain data checks will need to be made before I can begin volunteering, especially if I will be working without direct staff supervision. The School Office will advise me if I need an enhanced Disclosure and Barring Service (DBS) check.
- I understand that I should talk to the class teacher if I have any concerns or queries about the voluntary work that I am doing or about the child I work with.

### CONFIDENTIALITY

- I understand that I am being put into a position of trust with regard to pupil and school confidentiality.
- I understand that I would be in breach of school policy if I discussed, with anybody, any information about any individual pupil or group of pupils.
- I understand that I would be in breach of school policy if I discussed, with anybody, any information about staff members or other parent/ voluntary helpers.
- I understand that I would be in breach of school policy if I discussed, with anybody, any written information that I may have witnessed within school, including reading records or pupil progress data.
- I understand that I would be in breach of school policy if I take photographs of children on my mobile phone or a personal device.

Signed by: ..... Print name: .....

Date: .....

- ***Please sign this document and hand it into the School Office so that if you wish a photocopy can be made. The photocopied document is for you to keep and refer to, if necessary.***
- ***The School Office will retain the original signed document during your voluntary time at Biggin Hill Primary School and for a period of 1 year after the completion of your voluntary placement.***

**Appendix 2**

**Volunteer Welcome Checklist**

*(To be completed by member of staff introducing volunteer at Biggin Hill Primary School)*

**Thank you for volunteering your time at Biggin Hill Primary School**

This form will be started on your first session with the staff member introducing you to our school. It will be completed after your DBS has been completed and the school has seen an original copy of your DBS and photo ID.

We hope you enjoy supporting us on our journey to helping children reach their full potential and be the best they can be.

**Action:**

**Date completed:**

Name of volunteer .....

DBS procedure complete Yes / NO Date: .....

Shown Sign in / out procedures .....

Shown around and introductions to staff .....

Made aware of where the toilets are .....

Made aware of Emergency Evacuation Procedures .....

Volunteers are required to sign Acceptable use of the school's ICT systems and internet agreement for staff, governors, volunteers and visitors .....  
*(This signed form will be given to the School Business Manager)*

**Safeguarding Induction - volunteers to be provided with a copy of the below policies:**

- Provided with copy of BHPS Safeguarding Guide .....
- Safeguarding Children and Young People .....
- Whistleblowing Policy .....

I confirm that I have **received** and **read** both policies above and the safeguarding leaflet. I understand that if I have a concern about a child that I should report this to our Designated Safeguarding Lead or Deputy Safeguarding Leads - Hannah Freeman, Kate Lawrence or Kath Sargeant.

**Volunteers signature** .....

Your original Voluntary Helpers Policy and Volunteer Welcome Checklist will be retained in the School Office and you will be provided with a copy, on request only. This information will be stored for the duration of your time at Biggin Hill Primary School and for a period of 1 year after.

**Date checklist completed** .....

Member of staff completion checklist .....