



MARTON-CUM-GRAFTON
CE VA PRIMARY SCHOOL

Volunteer Helper Policy

We want our school to be open and welcoming to all who would like to support the children. We would also like to encourage parents and other adults to help teachers in a variety of ways. This document provides a policy to ensure the safety of the children in our care and that all adults respect confidentiality procedures when helping/working in school.

DBS Clearance

All those regularly working or helping with children in school must have a current clearance with the Disclosure and Barring Service (DBS) through North Yorkshire County Council which they must have shown to the Headteacher or school secretary. You will also be required to complete the New Starter Disqualification Declaration for staff and unsupervised volunteers (attached)
The Headteacher has the authority not to accept the help of volunteers if she believes that it will not be in the best interests of the children.

Signing in

Any adult who is helping or working in school other than regular school staff must sign in and out at the school office.

Safeguarding

As a volunteer helper in school it is required that you complete a basic online child protection course which can be found at:

<http://www.safeguardingchildren.co.uk/learning-improvement/nyscb-basic-awareness-elearning>

On completion of your course, please bring a copy of the certificate to the school office.

You also need to be aware of the following documents:

- Marton cum Grafton Primary School Child Protection Policy
- DfE 'Keeping Children Safe in Education Summary' July 2015
- HM Government Guidance 'What to do if you're worried a child is being abused' March 2015

Confidentiality

All adults who help in school must not discuss any information regarding individual children outside school. If there are any concerns over a particular child these must be discussed with the class teacher, Headteacher or other member of school staff.

Working in the classroom

It is sometimes preferable if parent helpers do not support in their own child's classroom as this can be distracting or unsettling for the child. This will be decided by the class teacher and helper on an individual basis.

If a helper is working with a small group of children and any incidents occur where a child needs reprimanding, the child should be referred to the class teacher or other member of school staff.

When explaining tasks to small groups, helpers should ensure that they follow the guidance of the class teacher or member of staff leading the session. If in doubt they should seek clarification to avoid confusion.

I understand and accept all the above.

Signed: _____ Date: _____

Print name: _____