

# St. John the Evangelist Catholic Academy

*Part of the Newman Catholic Collegiate*



## Policy on Adult Volunteers

<b>Policy Written:</b>	Date: March 2014
<b>Ratified by the Academy Committee</b>	Date: April 2015
<b>Date for review:</b>	Date: May 2018
<b>Chair of Academy committee:</b>	
<b>Principal:</b>	

## St. John the Evangelist Catholic Academy



### Adult Volunteers Policy

#### 1 Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- SEND assistants;
- nursery nurse;
- caretaker;
- cleaners;
- lunchtime supervisors;
- school business managers/administrative staff;
- instructors.

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP].

1.2.3 Volunteer helpers:

- Academy Representatives;
- parents or other adult helpers working alongside teachers;

- students on work experience.

This policy sets out the arrangements for volunteer helpers only.

## **2 Volunteer helpers**

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

2.2 Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## **3 Signing in**

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

## **4 Police checks**

4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school.

4.2 The Principal has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **5 Deployment of classroom helpers**

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

## **6 Monitoring and review**

6.1 The day-to-day monitoring of this policy is the responsibility of the Principal, who will report to the Academy Committee annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

6.2 This policy will be reviewed by the Academy Committee every two years, or earlier if considered necessary.