


Marwood Church of England VC Infant School



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Signed Chairman of Governing Body	

Adult Volunteers who work with Children Policy

Marwood School is a Church of England Voluntary Controlled Infant School where the Christian Ethos is central to the life of the school community. Our Vision Statement reflects those Christian values.

Marwood Infant School highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it were not for your help and our pupils benefit greatly from it.

It is our duty to ensure that, whilst you are engaged in voluntary activities for the school, we care for you and ensure your safety. We also have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

Volunteer helpers are:

- Parents or other adults working alongside the teachers
- Students on work experience
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Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)
- Attending on school trips to support school adults.

Volunteer helpers are not allowed to do the following activities

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise or take children to the toilet
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

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

Signing in

When any helper arrives in the school they must sign in the visitor's book in the entrance hall.

Volunteer helpers should indicate their arrival time. Volunteers must also sign out and state the time when they are leaving the school premises.

D.B.S. Checks

We have a responsibility to ensure that all adults helping in school are suitable to work with children and the Department for Education and Skills and the Local Authority have set out guidance regarding checks which need to be undertaken. This means that, depending on the nature and regularity of your help and the level of unsupervised access you have with children, we may need to ask for your permission for a DBS check.

Depending on the level of check required, we will check that:

- You are not included on the Department of Health or the Department of Education and Skills lists of people who have been barred from working with children
- You do not have any convictions
- The police do not have any relevant information about you which suggests that you are unsuitable to work with children

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. Any disclosures will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if she believes this may not be in the best interest of the children.

Volunteers not requiring a DBS check

- Volunteers or parents who accompany staff and children on one-off outings or trips who are under the supervision of a teacher.
- Volunteers or parents who are based exclusively in the classroom with a supervising adult or those in places where volunteers or parents and children are in view of a supervising adult - public corridors near classrooms, cloakroom areas between classrooms, etc.
- Those who help out at specific events e.g. school fete, who do not have unsupervised access to children.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helper's Protocol', a copy of which will be kept in school

Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you undertake are planned properly and safely and that you are consulted and informed of these plans. This helps us to make sure that you are happy with the arrangements and that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems that arise.

Code of Safe Conduct

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school... We agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school's behaviour policy with you to help you understand how we manage pupil conduct at Marwood CE Infant School
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality
- Inform you of who the designated safeguarding leads in the school are in case of a disclosure

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

I agree to:

- Adhere to the school's Child Protection Policy, Behaviour Management Policy, Health and Safety Policy and Statement on the Use of Images, including no photographs to be taken of the children on cameras or mobile telephones
- Behave in a mature, respectful, safe, fair and considered manner
- Undertake online safeguarding training if I am a regular visitor to school
- Provide a good example and a 'positive role model' to pupils
- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school
- Respect and listen to the guidance of the teacher at all times
- Submit to DBS clearance if working alone with children or outside the teachers' supervision.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper at Marwood CE Infant School
- Report to the headteacher any behaviours of another person working for the school, which give you cause for concern. (You will be protected by the NYCC Whistle Blowing Policy Statement in these circumstances).
- Report a disclosure to a designated safeguarding lead following the safeguarding procedures

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Use my mobile phone on the school premises
- Undertake any work with children when not in a fit and proper state to do so, e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.

Date of Policy Spring 2020 reviewed 2023

Many thanks for your support of the school and its arrangements for the safety and care of children and adults in our school community.

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I

have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

Signed

Date