

# *Clifford All Saints C of E School*



**Clifford**  
**ALL SAINTS**  
C of E Primary School

## POLICY STATEMENT FOR VOLUNTARY HELPERS

|                                    |                |
|------------------------------------|----------------|
| Document Adopted By Governing Body |                |
| Signed (Chair):                    | R Coleman      |
| Updated Date:                      | September 2021 |
| Print Name:                        |                |
| Date of Next Review:               | September 2023 |

The school will regularly use voluntary helpers to enhance the curriculum, to provide support for staff in a range of activities and to support out-of-school activities. Voluntary helpers may include parents, governors and other members of the local community.

It is incumbent on the Headteacher and school staff to ensure that voluntary helpers are under the supervision of staff at all times and are clear as to what is expected of them.

All voluntary helpers will be required to complete a questionnaire, an application form and undergo police checks for previous criminal convictions, and attain a DBS check. All volunteers will be told about child protection procedures and safeguarding.

Volunteer helpers will have no access to confidential records. They are reminded that anything they hear in school should be kept confidential. This need for confidentiality will be emphasised in the initial "training" chat with staff, and is contained in the safeguarding leaflet given to all volunteers. Any helper who breaks the confidentiality code will be asked to stop helping in school.

Volunteer helpers will be required to work within the school's health and safety policy and LA guidelines. For instance, they must sign in at the office everytime they come to help in school, and are given a copy of the school's Health & Safety Policy.

It is recognised that voluntary helpers require training and support. Staff and volunteers will be allowed sufficient opportunities to ensure that this is adequate. There is a booklet for voluntary helpers in school, which they will be given when they start helping. The staff will discuss this booklet, together with the Safeguarding information, before they start. Voluntary helpers will be expected to understand and work within all school policies; in particular equal opportunities, behaviour and discipline, and they will also be shown the policy for voluntary helpers. They will also be asked to sign a slip saying that they have read and understood the information they have been given.

The recruitment and use of voluntary helpers will be carried out with attention to the school's equal opportunities policy.

The Governing Body will be responsible for ensuring that adequate insurance arrangements are in the place to cover possible liabilities arising from the involvement of voluntary helpers in school activities. Governors will ensure that

where activities require additional insurance from the Local Authority, that this is arranged.

Volunteer helpers will not be used to carry out tasks which are the professional responsibility of school staff and for which conditions of service have been determined with professional organisations.

The school policy on voluntary helpers will be reviewed annually.

During COVID volunteer helpers will be kept to a minimum. They will be expected to wear masks, social distance and wash hands regularly.