

HELPERS IN SCHOOL POLICY

We welcome Helpers into school. The school is always very grateful for any time that volunteer Helpers give, and understands that circumstances change. The school accepts that any commitment made by a helper to assist in school can be terminated by that helper at any time.

The Head of School will acquaint all Helpers with:

- The role of the helper and the tasks they can undertake
- Health and Safety procedures, e.g. fire drill
- Protocol regarding children - no helper should be in a situation where they are in a room by themselves with a child
- Expectations of children and staff
- Routines/timetables.

It is important that all Helpers understand that their role may not necessarily be to work with children. Teachers may assign them tasks such as displays, preparing resources and photocopying. Whatever the case, Helpers will be told clearly by the relevant teacher what their tasks will be and how these are to be carried out. They will know what their objectives are and, when this involves interaction with children, they will know how to assess how a child has performed. The Helper will support the child/children to perform their tasks - they will not do the tasks for them. Helpers are in school to help and will not be used as a Teacher. The class teacher is responsible for the work of the Helpers, if appropriate after consultation with the Head of School.

The children will see Helpers as valued adults/enablers and will address them with the same respect they afford other members of staff. Helpers will be addressed in a formal manner (Miss, Mrs, Mr) and not by their first names.

Volunteer Helpers may be asked to accompany school trips/visits. In such cases, direct instructions will be given to them, which take the school's Health and Safety Policy into account. As part of this, they will be given any risk assessments to read prior to the trip taking place.

It is school policy that any parent volunteers will not be able to work in the same class as their child.

Any information a Helper gains access to whilst in school, must be kept confidential. Unfortunately any breach of confidentiality, or indeed any other unprofessional conduct, will result in the helper being asked to relinquish their voluntary position.

All Helpers in school must have a DBS check before taking up their role. This situation extends to other voluntary positions operating in the school such as the School Fundraising Team.

Helpers will be both encouraged and assisted to demonstrate a professional attitude to their work. Helpers will be given up-to-date information as appropriate to or required by their position, e.g. training opportunities.

Should a Helper have concerns regarding safeguarding, they should see a member of the Safeguarding Team designated teacher is the Head of School. Any concerns should be directly reported to the Head of School without discussing the matter with anyone else. In the Head of School's absence, concerns must be reported to one of the two Assistant Heads. The Helper may be asked to record their concerns in writing. Should the concern involve the Head of School, then the matter should be discussed with one of the Assistant Heads.