

# St John's Upper Holloway CE Primary School



## Policy for volunteers & helpers

**Date:** November 2019  
**Review:** November 2021

### **Our Vision**

*Jesus said: 'Love each other as I have loved you'. John 15:12*

As we are loved, so we shall love.

As we are taught, so we shall teach.

As we are nurtured, so we shall flourish.

### **Our Mission**

St John's is a small, caring Church of England Primary School. It is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education:

- ❖ promoting the highest standards of teaching and learning, with excellent leadership
- ❖ being inclusive, celebrating diversity and valuing all religions, faiths, cultures and backgrounds
- ❖ providing a rich and stimulating curriculum that will inspire and challenge
- ❖ being a happy, healthy and safe place
- ❖ providing excellent care, guidance and support with a strong partnership between school, parents and the community.

**We seek to promote six Christian values of creativity, thankfulness, truthfulness, friendship, perseverance and courage, each linked by our core value of love. We believe these help to prepare our children for a successful and fulfilling life, so being:**

- ❖ considerate and respectful with excellent manners
- ❖ confident, happy, independent and self-motivated
- ❖ co-operative and collaborative
- ❖ honest and trustworthy
- ❖ resilient, hardworking and determined
- ❖ highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

## **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 (both general classroom TAs and those supporting children with SEN);
- nursery nurse;
- EY educators
- site manager;
- cleaners;
- lunch supervisors;
- school office staff;

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).

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience.

This policy sets out the arrangements for volunteers and 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.
- work with an individual child in a room by themselves.

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

### 3 **Becoming a volunteer**

3.1 Volunteers will be required to complete the Volunteer Application form (*Appendix 1*) which includes their contact details, type of activities they would like to help with, and the times they are available to help. A DBS application **MUST** be completed (or evidenced if placement is through a college or university).

3.2 Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (*Appendix 2*), which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

### 4 **Confidentiality**

4.1 Volunteers in school are bound by a confidentiality contract (*see Appendix 2*). Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and **NOT** with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, Child Protection Officer Deputy Headteacher or volunteer coordinator.

As the staffroom is often a place where confidential discussions take place regarding children and their families, we ask that volunteers take their breaks in the therapy room. Refreshments will be available from the Nursery kitchen.

### 5 **Health & Safety**

5.1 The school has a Health & safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Volunteer Coordinator / Headteacher.

## 6 Child Protection / Safeguarding

- 6.1 The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.
- 6.2 St Johns Upper Holloway C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

**The designated safeguarding lead at St John's is Nick Turpin (deputy) and the deputy designated safeguarding lead is Brian Welsh, Head. If a volunteer has a concern about any aspects of a child's welfare or safety they should speak with either of these safeguarding leads as a matter of urgency.**



**Brian Welsh**



**Nick Turpin**

- 6.3 The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines provided by Islington. To ensure the safety of our children, we adopt the following procedures:
- at all times, all of our volunteers must have been cleared by the Disclosure & Barring Service (DBS). A certificate is issued to the individual, and the original must be seen by the school. If the DBS has been applied for through College / University the school will need evidence of recent clearance.
  - All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.
  - Where our volunteer is engaged in a "one-off" (*normally a parent*) activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff and must read and sign our Off-site Visit agreement (*Appendix 3*).

## **7 Signing in**

- 7.1 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.
- Any issues you feel uncertain about or queries you might have, speak to your class teacher at once.
  - The school day starts at 9.00am. Morning play is at 10.45-11.00am. Lunchtime is from 12.30-1.30pm. The school day ends at 3.30pm.

## **8 Police checks**

- 8.1 For the children's safety, volunteer helpers may be required to have police clearance through a DBS check before they work in the school.
- 8.2 The head teacher has the authority to **NOT** accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **9 Childcare Disqualification Requirements Declaration Form**

The Department of Education requires checks to be carried out on relevant staff working in schools. These checks arise from the **Childcare (Disqualification) Regulations 2009** and the **Childcare Act 2006 which prohibits anyone who is disqualified themselves** under the Regulation, or **who lives in the same household as a disqualified person**, from working in a relevant setting, including in schools, which have pupils under the age of 8, or in childcare facilities or before or after school clubs etc. on the school site.

All volunteers are required to complete a Childcare Disqualification Requirements Declaration Form. This is so that we can ensure that all staff and volunteers do not live in the same household as a disqualified person.

## **10 Induction**

- 10.1 All volunteers are given a basic induction when they start at school. The head, deputy or business manager will run through the school timetable as well as expectations and responsibilities. As part of this induction the volunteer will be briefed on school safeguarding procedures including who the designated child protection officer is. ***If an adult is in school to volunteer hearing children read, they will be given a copy of the booklet which is at the back of this policy.***

## **11 Deployment of classroom helpers**

- 11.1 It is the policy of this school that parents will not necessarily be placed in the same classroom as their child(ren). Volunteers will be asked to support in classes where children have been identified as needing extra help. This is decided by the class teacher.

## **12 Monitoring and review**

- 12.1 The day-to-day monitoring of this policy is the responsibility of the head teacher, who will report to the governors annually, stating the number of adult volunteer helpers in the

school, and summarising their value to the children and the impact they have had on their progress.

- 12.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

### **13 Complaints Procedure**

- 13.1 Any complaints made about a volunteer will be referred to the Headteacher / Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Volunteer Coordinator.

#### **THE HEADTEACHER RESERVES THE RIGHT TO TAKE THE FOLLOWING ACTION:**

- **To speak with the volunteer about a breach of the Volunteer confidentiality contract and seek reassurance that this will not happen again;**
- **Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;**
- **Inform the Volunteer that the school no longer wishes to support the placement.**

Approved by staff \_\_\_\_\_ (head) on \_\_\_\_\_ (date)

Approved by governors \_\_\_\_\_ (chair of resources committee) on \_\_\_\_\_  
(date)

## APPENDIX 1 –

### Volunteers for Excellence

#### VOLUNTEER APPLICATION FORM

<b>Name:</b>	<b>Gender:</b> M <input type="checkbox"/> F <input type="checkbox"/>	<b>DOB:</b>
<b>Contact Number:</b>	<b>Home Address:</b>	
<b>Email:</b>		

<b>Have you any experience of working as a volunteer and / or with children Yes / No</b>
If yes, where and when did you gain this experience?

<b>How long is your work placement:</b>
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<b>If your work placement is part of a course, please detail below:</b>
<b>Type of Course:</b>
<b>College/University:</b>

<b>Course tutor details:</b>
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**What days are you available?**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>am</b>					
<b>pm</b>					



**What age-group would you prefer to work with? Please tick your preference/s.**

Nursery (3-4 years)       Infants (5-7 years)       juniors (7-11 years)

**Would you feel able to help with any of the following in a classroom setting? Please tick your preference / s**

Literacy (Reading, Writing)       Numeracy (Maths)  
 Music       All-round support

**Are there any particular activities you enjoy and would you like to share with the children?** (example: sports, arts and crafts, languages spoken)

**EQUAL OPPORTUNITIES**

St Johns Upper Holloway C of E Primary School is committed to Equal Opportunities. To help us, please describe your ethnic origin by circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

**I would describe my ethnic origin as:**

<b>WB</b>	British	<b>MB</b>	White & Black African	<b>OA</b>	Other Asian background
<b>WI</b>	Irish	<b>MA</b>	White & Asian	<b>BC</b>	Caribbean
<b>GK</b>	Greek / Greek Cypriot	<b>MO</b>	Other mixed background	<b>BA</b>	African
<b>TK</b>	Turkish / Turkish Cypriot	<b>IN</b>	Indian	<b>OB</b>	Other Black background
<b>OW</b>	Other White background	<b>PK</b>	Pakistani	<b>CH</b>	Chinese
<b>MC</b>	White and Black Caribbean	<b>BN</b>	Bangladeshi	<b>GO</b>	Other background

**Do you have any disability or special need of which you would like us to take account of?**

If yes, please specify.

**How did you hear about volunteering at St Johns Upper Holloway C of E Primary School?**

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*St Johns Upper Holloway C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."*

**Criminal History:**

Have you ever been convicted of any offence or "bound-over" or given a caution?

**Yes / No**

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

**CONSENT**

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I confirm that the information I have given above is correct and understand that St John's Upper Holloway C of E Primary School reserves the right to reject a volunteer's application at any stage of the process and remove a volunteer from the programme without providing a reason.

Signed: ..... Date: .....

**Thank you for filling out this application form.  
Please return this form to:**

**Andrea Goldring  
School Business Manager  
St John's Upper Holloway C of E Primary School  
[a.goldring@st-johnsholloway.islington.sch.uk](mailto:a.goldring@st-johnsholloway.islington.sch.uk)**

**Policies to Read:**

**[Safeguarding/Child Protection Policy](#)**



## APPENDIX 2

# CONFIDENTIALITY CONTRACT

As a Volunteer at St John's Upper Holloway C of E Primary School I understand that class, Pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Volunteer coordinator or the class teacher then the Head teacher if necessary.

I understand that the class teacher is in charge of all activities and the discipline in the class.

I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or member of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

**Name:** .....

**Date:** .....

**Signed:** .....

**Volunteer Co-ordinator** .....

**School Business Manager:** .....

## **APPENDIX 3**

### **OFF – SITE VISITS VOLUNTEER / PARENT AGREEMENT**

School trips are an integral part of learning at St John's Upper Holloway C of E Primary School and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix, sign and return the helper's return slip.

This is part of our school's risk assessment planning.

#### **Role of the volunteer Helper**

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues safety, first aid, and / or behaviour.

#### **Working alongside School Staff**

##### **School staff expect volunteer helpers to:**

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school staff.

##### **What is not permitted?**

- Volunteer helpers are not allowed to bring additional siblings on the school trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer helpers are not permitted to take photographs of children
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip

## **First Aid**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication. If medication needs to be administered, this will be done by a trained member of staff.

First aid box(es) will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school directly on 0207 272 2780.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

***\*Please delete as appropriate***

**\*Parent Volunteer /**

**\*Volunteer / Student off-site open volunteer Agreement:**

**Trip Venue:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_