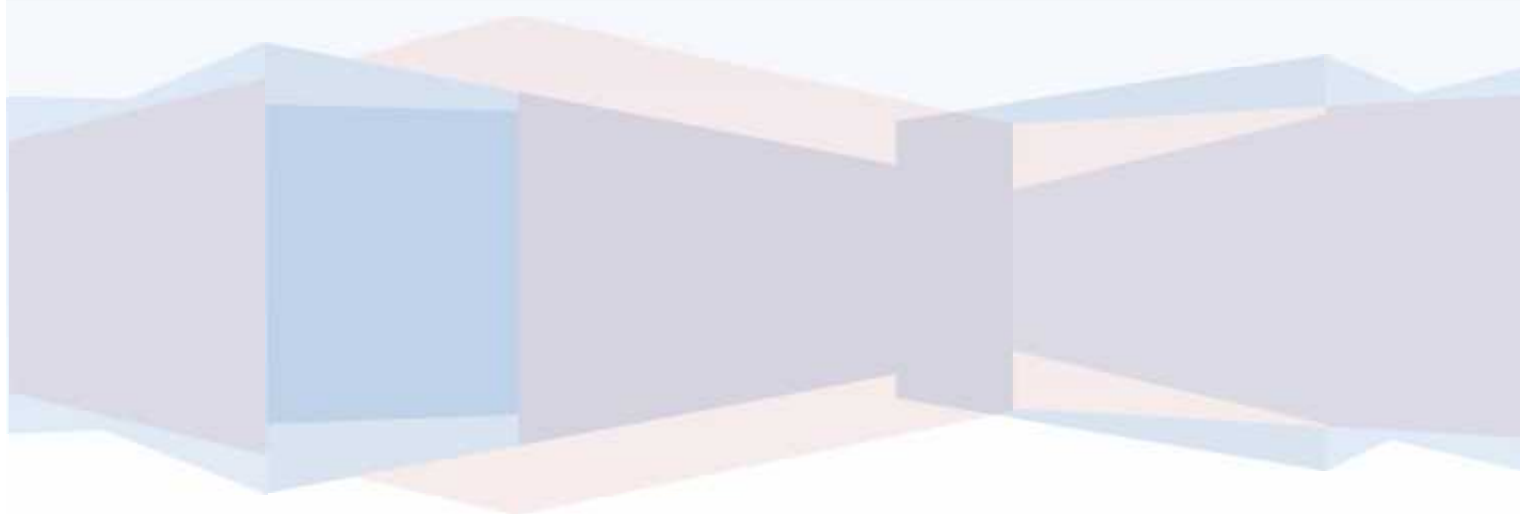


Volunteer Helper Policy

Chrinside Primary School

November 2011



Rationale:

Chirnside Primary School actively encourages the involvement of parents and other members of the community in enhancing experiences of its children and young people. We recognise, as stated in The Scottish Schools (Parental Involvement) Act 2006, that when parents are involved, children do better in their education.

The staff at Chirnside Primary School work positively to promote an ethos of partnership within our school and its community. Such involvement appropriately directed, will benefit the whole school community, both enriching the curriculum and encouraging a wider understanding of schools and the education system in general.

To ensure the health, safety and enjoyment of everyone involved we have drawn up the following procedures:

1. Volunteer Adult Helpers Policy
2. Parent Helper Guidelines
3. Helpers in school: Procedures for staff
4. Helpers in School: Procedures for volunteers
5. Confidentiality

1. Volunteer Adult Helpers Policy

PVG Disclosure Scotland

When working with children it is imperative that the strictest standards of health and safety are maintained.

Where there is to be regular contact with children and in a supervisory capacity, PVG (Protecting Vulnerable Groups) Disclosure must be completed e.g. trips, assisting in the classroom, swimming.

Scottish Borders Council will meet the cost of this. If you are interested in becoming an adult volunteer, please contact the Head Teacher in the first instance to discuss the opportunities available. We will then be able to request the appropriate PVG documentation for you. Once PVG checks are complete, adult volunteers are then able to help in school on a regular basis.

Decisions to request PVG Disclosure for these events are based on Risk Assessment, with the key questions being:

Do helpers have unsupervised contact with children, other than their own?

Are these activities regular?

Where a volunteer does not require a Disclosure Check, then arrangements are made to treat the volunteer as an infrequent visitor to school (see "Ad-hoc Visits" below).

In the interests of parents and pupils, parents who wish to volunteer on a regular basis will be placed in classes other than those that their children are in.

Ad-hoc Visits

There will be occasions when parents, carers or members of our community are asked to visit school for a specific 'one off' visit to support a particular aspect of learning in the classroom or school grounds. On these occasions, visitors should be accompanied by a member of school staff at all times, and should not be asked to work with pupils outside of the learning environment or unaccompanied by a member of staff.

Parent Visits to Nursery and Primary Classes

We actively encourage parents to visit school to experience the ways in which their child(ren) learn(s). In the primary school, parents will be invited to attend class assemblies, open afternoons and to participate in 'Parents in Partnership' projects with their child.

In nursery classes, we encourage parents to arrange with nursery staff a time suitable for them to visit and experience a nursery session in progress.

Volunteer Adult Helpers will not be asked to assist in the school's Support Base settings or to work directly with pupils who have additional and/or complex needs.

Storage of Information

The School Administrator in the main office holds information relating to volunteer disclosure checks.

Responsibility and Discipline:

The role of the helper is one of support to the class teacher. However, the teacher remains responsible for all pupils. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at all times.

We expect children to behave with the same respect and politeness to any visitors/helpers in the school, as they would staff members.

Confidentiality

It is essential that all helpers appreciate and support the necessity for confidentiality. Breaching confidentiality will be investigated thoroughly and may result in any Volunteer Adult Helper agreement being revoked. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to helpers spending time in school. This discussion is the responsibility of the Head Teacher or Depute Head Teacher to facilitate.

In addition to this, helpers must sign a "Volunteer Declaration" (see Section 5), detailing that they have read and understood the guidelines.

Involvement of helpers in class is an optional arrangement and as such will be undertaken only if the individual class teacher feels comfortable about doing so.

As this arrangement is by mutual agreement, both staff and helpers should be aware that it might be terminated at any point should the Head teacher or Depute Head Teacher feel this to be necessary.

We are keen to ensure that time spent in school by helpers is as enjoyable and beneficial as possible. We endeavour to involve adult volunteer helpers as fully as possible in school life whilst ensuring safe boundaries for all involved.

On entering or leaving the school building, adult volunteers should report to the School Administrator at the school office and:

- Complete the visitors book for their visit.
- Wear a 'Visitors' badge.
- Make themselves aware of fire evacuation procedures

ALL volunteers MUST report to the School Administrator at the muster point in the front playground in the event of a fire evacuation.

Policy drafted November 2011

Review November 2016 or earlier if required.

2. Volunteer Adult Helper Guidelines

Becoming a Volunteer Adult Helper at Chirnside Primary School

We welcome parents and community members to become involved in school life, particularly to share interests, experiences or skills with the children. We know that everyone is busy, but it may be that you could support the school by sharing a special interest or skill maybe once a year thus helping your own child or other children in school. You may have a morning free where you could help the school with displays, craft activities or general support within a classroom. We would love to hear from you if you feel that you could support us in any way.

I would be interested in becoming a Volunteer Adult Helper in Chirnside Primary School in the following way(s):

Volunteer Activity	Tick
A single visit to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee morning/afternoon etc.	
Helping in school to work with groups or individual pupils under the direction of the class teacher	
Working on a specific project e.g. Eco-Schools, Clothing Exchange, etc.	
Secretarial type duties – photocopying, helping with displays etc.	
Gardening and improving the school grounds	
Baking / craft activities.	
Assisting with school trips.	
Other (please state)	

I would be willing to be PVG Disclosure checked.	
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I already have a PVG Disclosure Check	
Number (if known):	Date of check:

Printed Name_____

Signed _____

Date_____

Please give this form to the Head Teacher or Depute Head Teacher

3. Helpers in school: Procedures for staff

In accordance with our policy, we welcome involvement in school life by parents and other interested members of the community. The following procedures for staff should ensure that there is clarity as regards the roles and responsibilities of all involved, being mindful of Child Protection Procedures.

- Prior to an adult volunteer starting a session/sessions they will meet with a member of Senior Management Team (HT or DHT) and be given a copy of our guidelines. The member of SMT will talk them through the guidelines, discussing and answering any queries. The volunteer will be asked to sign an agreement acknowledging that they have read and agree to work within the guidelines laid down, particularly regarding confidentiality.
- Adult volunteers will be shown round the school, the staffroom, toilets, and break/lunch times will be explained.
- Adult volunteers will have the fire procedures and first aid procedures explained to them.
- Adult volunteers may be assigned a task with or without children within the school. If with children, the class teacher will ensure that the group is of a manageable size. The class teacher will explain any given task, being clear as to what is expected of the helper adult volunteers e.g. supervising a craft activity, tidying up at the end of the activity etc.
- Children will be expected to behave with courtesy and politeness and the class teacher retains responsibility for discipline. The teacher will explain to the adult volunteer what the behaviour expectations of the children are, including the classroom code of conduct.
- Adult volunteers may be asked to do preparatory/secretarial type duties outwith the classroom. Such activities would usually be undertaken alone or with another helper. Again the class teacher will carefully explain what is required.
- At the end of a session involving a helper, the class teacher will express thanks on behalf of the school.
- A regular adult volunteers may only be left alone with a group of children if they have completed a PVG Disclosure Check.
- No adult volunteer should ever be left alone with a single child, regardless of any successful PVG Disclosure checks.

The class teacher must ensure ALL adult volunteers

- Wear a 'Visitors' badge.
- Make themselves aware of fire evacuation procedures

ALL volunteers MUST report to the School Administrator at the muster point in the front playground in the event of a fire evacuation.

4. Helpers in School: Procedures for volunteers

We welcome parents and friends to become involved in school life, particularly to share interests, experiences or skills with the children.

To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

Always:

- Sign in when you arrive at school
- Sign out when you leave the premises
- Ensure you are clear as to your role and that you have discussed the activities to be carried out with a teacher and filled in a "Helpers" form
- Work at the children's level – both in conversation and in physical size
- Discuss the task in hand and keep the children focused
- Encourage children to adhere to class/school rules
- Help children finish and tidy up after a task
- Direct a child to the teacher if you are unsure of something
- Encourage pupils' independence; use questions that don't have a simple "Yes" or "No" answer such as, "What do you think you should do next?"
- Encourage children to work quietly, reinforcing this by using a quiet voice yourself.
- Encourage children to move quietly and calmly within the school without running

Don't:

- Take individual children out of the room and never accompany them to the toilet or help a child change their clothes whilst alone with them
- Restrain or strike a child
- Reprimand a child verbally or physically – if you are unhappy about a pupil's behaviour please alert the class teacher

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or situation you must approach the class teacher immediately.

5. Confidentiality

It is of extreme importance that everyone working within the school adheres to strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, we ask if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss it with the teacher, Head Teacher or Depute Headteacher before you leave.

As stated previously, these guidelines are to ensure the health, safety and enjoyment of all concerned. If you feel that you can work within these guidelines, please fill in and sign the form below.

Thank you for being involved and participating in the work of our school. We look forward to working with you and we hope you enjoy helping us!

Volunteer Declaration

I have read, understood and agree to work within the School Guidelines for “Volunteer Adult Helpers in School”.

Anything I see or hear in school regarding any child will remain within the confines of the school and will remain confidential.

Any concerns I have about any child will be shared with either the class teacher, Depute Head Teacher or Head Teacher.

Printed name _____

Signed _____

Date _____