

St Peter's RC Primary School



Policy on Volunteer Helpers in school August 2015

Aims:

- ***To give clear guidelines on the ways in which volunteers can help in school.***
- ***To ensure good communication between school staff and volunteer helpers.***

Adults are warmly welcomed to help in school at times that are mutually agreed. Whilst we appreciate help of a regular nature in the classroom working with the children, there are a variety of tasks that can be done either outside of the classroom or at home that are of equal benefit to the staff and children.

Adults helping in school with the children are always under the supervision of the class teacher. The class teacher is responsible for explaining the task, what is required of the children and the helper's role within that setting. Regular helpers will rapidly learn individual practices, but policy documents are available to give a deeper understanding of our methods and ideas. Guidelines for adult helpers are attached to this policy.

We have a Parent Database form which requests parents to register the skills which they are prepared to offer to the school. Members of the wider community (eg BP student tutors) are also registered on the database and we value their voluntary help in order for our children to have the best possible provision for their learning.

From this database, requests for assistance are made on an individual basis as the need for that skill arises. Sometimes we will ask for a volunteer to complete a specific one-off job via the regular school newsletter.

Parent helpers are asked to be aware that their presence in the same classroom as their child can sometimes cause adverse reactions and to consider carefully the beneficial results of helping in a different classroom. The staff reserve the right to make this request if at any time they feel that difficulties are arising.

All helpers are requested to exercise discretion. We also ask that confidentiality be maintained in respect of the children's attainments, attitudes and behaviour. Everyone should be aware that items of a confidential nature are sometimes discussed in the staffroom or displayed on noticeboards. Any matter that is of concern should be discussed with the Headteacher immediately in order for any misunderstandings or difficulties to be addressed as a matter of urgency.

Volunteer help is also welcomed in the library, health-promoting work and in our EcoSchool work, including gardening. Opportunities exist for reading aloud, sharing knowledge and advice about jobs, assisting in sports, music, language, craft or other after-school clubs. We are always open to suggestions for improvements and offers of help.

All adults who help on a regular basis in school are provided with a copy of our Policy for Volunteer Helpers. They will be asked to fill out a form to complete the Disclosure Scotland 'Protection of Vulnerable Groups' checks and, once that is complete, they will also be asked to attend a short induction meeting with the Headteacher or Principal Teacher.