

# Saint Norbert's Catholic School

## Volunteer Helpers in School Policy

Date Adopted: Spring 2017  
Date of Review: Spring 2019



**ST. NORBERT'S**  
CATHOLIC PRIMARY SCHOOL

### **Our Mission Statement**

**St. Norbert's strives to nurture and develop the whole child through a**

**Love of God  
Love of one another  
Love of life itself**

*Article 3- The best interests of the child must be top priority in all actions regarding children.*

## **Aims and Values**

We aim to foster the growth of faith by providing a caring environment which values the contribution of each individual, promotes love and respect for God and each other and encourages a strong sense of community.

**Our aims are:-**

1. To encourage and develop the spiritual and moral growth of the individual and to make our Catholic/Christian faith a meaningful experience.
2. To provide a stimulating and relevant curriculum this enables each individual to achieve their full potential.
3. To develop a committed, active relationship between all those who are involved with our school, by fostering home, parish and community links.
4. To encourage co-operation, support and motivation, which will provide all who are involved with this school every opportunity to succeed.
5. To create a happy, safe working environment, where each person is recognised as unique and where there is mutual respect and trust amongst all in the school.

## **Vision**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. St Norbert's Catholic Primary School believes that volunteer helpers in the classroom are a great asset in helping teachers to offer a much broader and differentiated curriculum. They can make a most exciting and rewarding of activities which teachers wish to promote actually possible.

Our overriding concern is for the safety and security of the children in our care and to ensure they all reach their full potential.

## **Aims of Volunteer Helpers Policy**

To provide parents and volunteers with clear expectations and guidelines for working in school.

- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

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

## **Aims of the Parent Helpers Programme**

- To enrich the educational possibilities for the children.
- To make the teaching and learning within the school more effective.
- To promote the partnership between home and school.
- To demonstrate that education continues through life.
- To give adults the opportunity to use their talents in school while keeping the sole focus on the children and their education.
- To enable children to have more time to communicate their ideas and thus develop their understanding.

## **Induction**

All parent helpers must have completed the Parent Helper Induction session before being able to help in the classroom with the Class teacher who they will be supporting (this should be with a member of SLT).

## **Safeguarding Checks**

All staff and volunteers who:-

- work directly and regularly with children will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children. The safeguarding policy will be available for all Volunteers to see. They will also need to complete the disclosure form (covering convictions/partner/home).

## **Confidentiality**

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct.

**Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.**

Confidentiality is extremely important. Volunteer helpers are reminded that they will see and hear all sorts of things going on, some of which they may have not known before. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff (Please refer to Privacy Policy).

Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics.

Volunteers may also overhear staff discussing pupils and their concerns; be it academic and/or behaviour progress with the individual student or other teachers/teacher assistants. All information and comments made in school remain confidential to the school. It is unprofessional for parent helpers to comment on individual children to others, including the child's parents except through the appropriate and official channels (Please refer to Complaints Policy).

## **Signing in**

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

## **Absence**

Volunteers are asked to telephone the school if they cannot come into school when expected or notify the teacher prior.

## **Health and Safety**

### Accidents/First Aid

If a child is ill or has an accident please tell the nearest staff member at once. All of our teaching staff and office staff are First Aid and Anaphylaxis trained. All Epipens are stored in the child's classroom.

### Hazards and Incidents

Parent Helpers are responsible for:

- Reporting hazards and/or incidents to Mrs Yarnell who is the designated Health and Safety Officer;
- Co-operating with incident investigations; and
- Following safe work procedures and instructions.

Examples of hazards that may be reported include;

- Trip or slip hazards
- Storage and/or use of chemicals;
- Noise associated with the operation of plant and equipment; and
- Blind corners/uncontrolled traffic intersections.

All injuries (either physical or psychological) that occur in the school ground must be reported immediately to the classroom teacher to be entered in the accident book.

### Fire

Parent Helpers are asked to familiarise themselves with the emergency evacuation route in the classroom. In the case of an emergency it is important that the parent helper stay with the teacher and evacuate the room with the class. Upon meeting at the evacuation site please

notify office staff of your presence to cross check all adults are accounted for via the sign in book.

### Smoking/ E.Cigs

Smoking is not allowed in the school building or anywhere on the premises.

### Physical Contact

It is important to remember that as a Parent Helper you are seen as another professional within our school community so it is expected that you act in a professional manner at all times.

### Cooking

If volunteers are helping with a cooking activity teachers must make sure that the volunteer has the opportunity to wash their hands and follow good hygiene practice. Perhaps the volunteer could demonstrate to the children and then the volunteer could check that the children do it properly.

**( IN THE CLASSROOM NOT IN THE TOILETS)**

### Carrying and lifting

Volunteers should not be asked to carry or lift heavy or awkward items.

## **Advice to Expect From Teachers**

Before volunteers begin a task with children the teacher must give clear instructions. It must also be made clear that volunteers should ask for advice if they are not sure about something. Clear instructions should be given if volunteers are hearing readers as to what they should do if a child gets stuck.

At St Norbert's Catholic Primary School we strongly believe in the 3P's to assist students with their work. They are; **Prompt-** to the answer/lead to the direction, **Pause-** give time to think and **Praise-** the effort, not the result.

Sometimes it feels as if it may be easier or necessary to do the work for the child, however, it is extremely important to foster independent learners by guiding students to do the activity by themselves.

## **Role**

The role of the Parent Helper is to help, assist and support children in their learning. The teacher's role in the classroom is to plan, teach, manage and assess students while fostering a positive atmosphere.

If a Parent Helper is unsure of their role they should seek advice from the teacher.

If a Parent Helper is asked to perform tasks that fall under the teacher's role they should talk about this with the teacher or alternatively with the Assistant Headteacher.

If a Parent Helper ever feels uncomfortable about what is being asked of them it is important you respectfully refuse.

Please be mindful that some students can be easily distracted from their learning by other people in the classroom and/or background noise. We ask that when you are a classroom helper you:

- Do not bring younger siblings;
- Put your mobile phone on silent;
- Leave the classroom and go to the staff room if you need to answer or make a call;
- Refrain from conversations with other adults whilst students are working.

### **Monitoring and Review**

The Headteacher will report to *Governors* annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

Signed \_\_\_\_\_  
(Headteacher)

Signed \_\_\_\_\_  
(for and on behalf of the *Governing Board*)

Date \_\_\_\_\_

# Volunteer Helpers In School Protocol

Please read and sign the document below to confirm your agreement with the following school expectations as a Volunteer Helper:

## As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school Behaviour and Ethos Policy with you to help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well.

Signed:..... Date:.....  
Class Teacher/Headteacher

Volunteer Helper ..... (Printed Name)

## As a Volunteer Helper I agree to:

- Use the school Behaviour and Ethos Policy and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality at all times.
- Be aware that children can be hurt by harmless remarks from their peers and adults.
- Inform the school if I am unable to come into school.
- Complete the appropriate DBS/List 99 safeguarding checks.
- Avoid making educational judgements.
- Act on the understanding that all children can learn.
- Act on the understanding that children learn at different rates and have different learning needs.
- Assist in the classroom program under the direction of the classroom teacher by:
  - Working with individual students
  - Working with small groups of students
  - Providing a role model for learning
  - Supporting students to complete tasks
  - Completing general class tasks.

## I agree not to:

- Share any information about a child or member of staff with anyone outside the school staff team.
- Mention the name or learning needs of students in front of my own child/children or other parents.

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