



# **BREWSTER AVENUE INFANT AND NURSERY SCHOOL**

  

## **VOLUNTEERS IN SCHOOL**

This policy was ratified by the Policies Committee on: 19<sup>th</sup> May 2025

Date for review (this policy will be reviewed every three years): Summer 2028

## **1. Introduction**

- 1.1 We want our school to be open and welcoming to those who would like to support the children. However, our priorities are for the safety of the children in our care and the workload of our classroom teachers. This document sets out our school's policy, which is to ensure that the children and staff benefit from the support of volunteers, and are provided at the same time with the best possible security.
- 1.2 Volunteer helpers include:
- parents or other adult helpers working alongside teachers;
  - students on work experience;
  - governors.

This policy sets out the arrangements for volunteer helpers only.

## **2 Volunteer helpers**

- 2.1 Volunteer helpers can support the school in a number of ways, including:
- hearing pupils read;
  - helping within the classroom;
  - helping with the supervision of children on school trips.
- 2.2 We primarily encourage parent and community volunteers to undertake the Local Authority reading buddy training and use their time in school to support with reading.
- 2.3 Volunteer helpers are not allowed to do the following activities:
- take responsibility for all or some of the class;
  - change 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.

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

## **3 How to apply to volunteer**

- 3.1 If you are interested in becoming a volunteer at our school please email the school office
- 3.2 We will ask you to undertake relevant training e.g. a Reading Buddy training session
- 3.3 We may ask you to provide us with referees (if you have not been known to school staff for at least 2 years)

- 3.4 All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

#### **4 Signing in**

- 4.1 When volunteers arrive in the school, they must sign in at the office. 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.

#### **5 Safeguarding**

- 5.1 All volunteers are required to have an Enhanced DBS check and undertake basic safeguarding training. The exception to this is a one-off visit to school (e.g. to talk to children about their job) when they must not be left in school unaccompanied.
- 5.2 The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children and staff.

#### **6 Health and Safety**

- 6.1 The school has a Health and Safety Policy, and this is available on the school website. Volunteers are required to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task (e.g. using DT equipment/ accompanying children on visits) during their induction.
- 6.2 Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher.

#### **7 Confidentiality**

- 7.1 Volunteers in school are bound by a strict code of confidentiality. 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/carers of the child, any persons outside school or the child themselves.
- 7.2 Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

#### **8 Deployment of volunteers**

- 8.1 It is the policy of this school that parent volunteers do not support in their own child's classroom, as this can be distracting for the child, and could place the class teacher in an uncomfortable situation. Volunteers may be asked to accompany their own child's class on school trips.

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## Volunteer Information and Agreement

Thank you for offering your time as a volunteer at Brewster Avenue Infant and Nursery School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us. Please read and complete this Volunteer Information and Agreement form and hand it into the School Office. You will receive a copy of it for your records.

All information is stored according to our Data Protection Policy and Retention Schedule. You will receive a copy of the Volunteers and Governors Privacy Notice during your induction, also available on the School's website.

### Personal Details

Surname	
First Names	
Title	Mr      Mrs      Miss      Ms      Other
Previous Name(s)	
Address	
Email Address	
Telephone Number	

### Volunteer Agreement

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to complete a Disclosure and Barring Service (DBS) application to advise the school of my suitability as a volunteer.
- I will sign in and out at the office each time I visit.
- I will put my mobile phone in a locker for the duration of my time in school.

Signed .....Date .....