



Winterton Junior School Voluntary Helpers in School Policy



Voluntary Helpers are valued members of Winterton Junior School and the help they give, in whatever form, is invaluable and very much appreciated. We thank them very much for the time and effort they put into every visit they make to our school.

Induction of Voluntary Helpers (VH)

When someone expresses an interest in becoming a VH in school, a DBS application form will be completed and processed. As soon as the DBS is cleared, the VH will be invited into school to meet with VH Leader (Gemaine Cooney) who will discuss any skills, expertise or interests that the VH may have and be willing to share with the school and also when the VH is available to come into school. The VH Leader will share relevant information about the school including policies and procedures and will answer any questions the VH may have. Following this meeting the VH Leader will determine an appropriate placement for the VH (in consultation with the Headteacher) and set a start date for the VH to officially become a VH in school. On the start date, the VH will be formally introduced to the teacher they will be with, who will then be responsible for directing the VH's activities during their time in school, and ensuring that the VH feels valued and welcome in school at all times.

Signing in and signing out

When coming into school the VH should report to the school office to 'sign in' using the Inventory system. All VH's are given a lanyard to wear whilst on the school premises as this is a security and safety requirement. When leaving school premises they should 'sign out' in a similar manner.

Safeguarding, Child Protection and Confidentiality in school

Winterton Junior School fully recognises its responsibilities for safeguarding and promoting the health and well-being of all the children in its care. Our Designated Safeguarding representative for the school is Mrs Cathy Logan and the deputy-designated representative for the school is Mrs Ros Taylor. The designated adults for Child Protection are Mrs Cathy Logan (Headteacher), Mrs Ros Taylor (Deputy Headteacher) and Mrs Dawn Lovatt (Pastoral Manager). Any issues or worries regarding Child Protection/Safeguarding should be reported to the Headteacher or in her absence the Deputy Headteacher/Pastoral Manager and not discussed with anyone else.

We must request that all VH's respect the confidentiality of anything that occurs within school and further request that they do not discuss individuals outside the classroom.

Security

A VH will need to give personal details for our records and will be asked to undergo Police clearance checks (DBS) before they become a VH in School. All information will be kept in accordance with the data protection act.

During the school day doors are locked to maintain the security of pupils and staff; at other times, such as break, certain doors may be open to allow free movement about school. If a VH needs to travel around school when doors are secured staff will be able to advise them of procedures regarding access. VHs should not allow anyone onto the school premises without checking with a member of staff first.

The school is not responsible for the security of individual's items brought onto school property. VHs should ask at the office when signing in if they wish items such as handbags storing in a secure place.

Part of the team

All Staff aim to make VHS in school feel welcome and part of the team. They will ensure that their time spent in school is meaningful and valued as an additional adult. All tasks associated with the children's learning will be included in planning and the teacher/TA a VH is assigned to, will explain these tasks, making sure that they feel confident and know exactly what they are supposed to be doing. All staff set an excellent professional example in relation to the expected code of conduct in and around school for VHS to follow.

Break time

At breaks/playtime VHS are invited to accompany the teacher they are working with into the staff room. The teacher will be pleased to arrange refreshments for their VH and introduce them to, and facilitate conversations with, other staff members.

Lunch Time

Usually VHS either go home for lunch or bring their own packed lunch, if they are staying all day. However, VHS are very welcome to purchase a school lunch, a menu is available in school and the office staff will be pleased to arrange this for them.

Policies

The school has a number of policies on a variety of aspects of the school. A list of policies is available and copies pertinent to VH will be signposted by VH Leader and VH is encouraged to read and annotate these accordingly.

Placement

Skills, talents and attributes of VHS are taken into consideration and fully utilised regarding their placement in school. Should a Voluntary Helper also be a parent, placement in their child's class will be avoided.

Health and Safety in School

Fire Safety – (Bomb Threat etc.)

Each room in the school has a sign giving information as to what to do in the case of a fire. VHS are asked to familiarise themselves with these procedures so that they are prepared in an emergency. Signing in and out of the building gives us a record of who is in the building in case of emergency evacuation.

Wet Floors

During cleaning and after spillages wet floors can be a slip hazard; these may be marked with a yellow cone or the entrance to a room/area temporarily restricted. However, due to various reasons, a wet floor may not be marked so we ask all VHS to please be vigilant in noticing and avoiding these areas. If they think there is an unmarked slip hazard, it should be reported to a member of staff immediately. Should VHS have to cross a wet surface, they should do so with extreme care.

Working above floor level

If VHS are working above their reach (eg pinning work to a wall), they should ask staff for a small step ladder. Neither chairs nor tables should be used.

Lifting

VHS should ask for help or advice from staff with regard to lifting heavy objects.

Mechanical and electrical safety

Please ask for help and advice from staff with regard to the operation and maintenance of equipment in school. If they have any difficulties with photocopier or reprographic equipment VHS should ask staff for assistance.

Hot liquids

Hot liquids should not be carried by pupils. Care should be taken by adults to avoid accidents when carrying any hot liquids around school – insulated drink beakers should be used at all times around school.

Secure placement of objects and substances

Objects and substances that may be harmful to pupils must be stored in a secure/appropriate place. VHS should ask staff for advice.

Reporting accidents

All accidents need to be reported to staff and, if appropriate, entered in the school accident record.

Reporting potential hazards

If VHS discover a potential hazard in school that they are unsure others are aware of, they should mention it to staff so that they are aware and it can be addressed.

Voluntary Helpers in School Policy revised by: Mrs G Cooney: June 2018

Voluntary Helpers in School Policy Accepted by Staff: July 2018

Voluntary Helpers in School Policy Adopted by Governors:

Voluntary Helpers in School Policy Review Date: Summer 2021