



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
TEL & FAX: 01983 293 233  
E: ADMIN@LANESENDPRI.IOW.SCH.UK  
WWW.LANESENDPRIMARY.IK.ORG



# Lanesend Primary School

## Volunteers Policy Safeguarding and Welfare Policy

**Signed:** ..... **Date:**  
(Headteacher)

**Signed:** ..... **Date:**  
(Chair of Governors)

**Review Date:** March 2020 (Every 2 Years)

**Reviewed By:** Headteacher, Family Wellbeing Team,  
School Development Manager and Child Centred Group

# Lanesend Primary Volunteers Policy

Our school is open and welcoming to all who would like to support the children. We like to encourage our families and other adults to help the school in a variety of ways. We believe that this support can add enormous value to children's learning opportunities. Our overriding priority is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary whilst being safe. .

## **Aims of Volunteers Policy:**

To provide clear expectations, induction 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.

Volunteers are:

- Family members or other adults working alongside the teachers
- Students on work experience

Volunteers support the school in a number of ways:

- Supporting individual children within classrooms
- Hearing children read – positive encouragement and support
- Helping with classroom organisation
- Helping with supervision of children on school visits including swimming
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class
- Change the clothing of very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

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

## **Signing In**

When any volunteer arrives in the school they must sign in at the school office and collect a

visitor badge which must be worn at all times in school. Details of arrival time is recorded on our electronic signing in system. Volunteers should also sign out when they leave the premises.

## **Safeguarding Checks**

All volunteers, including Governors coming into school are required to have completed the necessary Disclosure and Barring Service application form.

### **Volunteers not requiring a DBS:**

- Volunteers or families who accompany staff and children on one-off outings or trips which do not involve overnight stays.
- Volunteers or families attending celebration days or planned school community days, where they are working supervised alongside the children.
- Those who help out at specific events, e.g. school fair, LEAF fund raisers etc. where volunteers do not have unsupervised access to children.

## **Confidentiality**

We recognise that in order for staff and families of children in school to be confident about volunteers in school, all volunteers will complete and sign an induction, which relates to confidentiality and conduct.

## **Deployment of Volunteers**

It is the policy of the school to ask families not to regularly support in their own child's classroom, as this can be distracting for the child. Volunteers may be asked to support in classes where there is the most need for individual support. In most cases, volunteers will experience all years groups and can decide where they would like to be placed.

This policy is also part of the Safeguarding and Child Protection Policy, which details the procedures followed for volunteering in school.

## **Monitoring and Review**

The day to day monitoring of this policy is the responsibility of the Headteacher, School Development Manager and Family Wellbeing Team. The Headteacher will report to Governors on the number of volunteers in school, summarising their value and impact in supporting children's learning.

This policy will be reviewed on a two year cycle.