



Placing children's rights at the heart of all we undertake.
respect integrity humility equality care
towards all



*Pride in myself; Pride in my work;
Pride in my school; Pride in my community*

Glascote Primary Academy

Policy for Volunteers and Work Placements 2019-2020

At the heart of our School are both the UNICEF Rights Respecting values and articles and Learning Behaviours. Through these, we aim to put children's rights at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

Reviewed by: Michelle Powell

Date: September 2019

Approved by:

Date:

Next review due: September 2020

Introduction

1.1 At Glascote Academy, we want our school to be open and welcoming to all who would like to work with and support the children. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school/Trust:

- teachers;
- teaching assistants;
- caretaker;
- cleaners;
- Lunchtime supervisors;
- School office staff
- Outdoor Leader
- Well-being and Pastoral Care Manager
- Members of Trust ELT (CEO, DELT, CFO, Central Team members) and their visitors

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- Contract workers (e.g. an electrician or heating engineer).

1.2.3 Other people:

- Volunteers: parents or other adult helpers working alongside teachers and pupils;
- Students on work experience (trainee teachers, childcare students, students from Rodbaston college (Farm), Staffordshire College etc)

This policy sets out the arrangements for these "Other people".

2 Volunteer helpers/Work placement

2.1 Volunteer helpers/trainees support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- Helping with group work. This may include working in the farm alongside the livestock or in the Forest area
- Helping with subjects involving other practical activities.

- 2.2 Volunteer helpers/trainees are *not allowed* to do the following activities:
- take responsibility for all or some of the whole class;
 - change very young children, or supervise them changing;
 - solely 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 Signing in and Mobile phones

- 3.1 When helpers arrive in the school, they must sign in at the Main Reception Office. They will be given a visitor's badge, which they should wear at all times. The signing-in book 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. All visitors must hand in their mobile phones as they arrive; these will be kept safe in the Main Reception office and returned as the visitor leaves.

4 Police checks

- 4.1 For the children's safety, all volunteer helpers are required to have police clearance through the Criminal Records Bureau (DBS) or have applied for it, before they work in the school. The school will happily apply for this as it is a free service for volunteers; trainees should be issued one through their college/university.
- 4.2 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.

5 Deployment of classroom helpers

- 5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place both the parent and the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.