



CHRIST CHURCH CHORLEYWOOD
"What we nurture today, flourishes tomorrow"



**Chess Valley
Primary
Learning
Trust**

Policy on Adult Volunteers and Confidentiality Agreement

Date: Spring 2022

Review date: Spring 2025

1 Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents/carers and other adults to help teachers in a variety of ways. 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:

- Teachers;
- Teaching assistants;
- SEND assistants;
- Premises staff;
- Lunchtime supervisors;
- Office/admin staff;
- Self-employed professional services (e.g. grounds maintenance etc).

1.2.2 Adult workers employed by another organisation:

- Catering;
- Cleaning staff;
- Peripatetic music teachers;
- Trainee teachers;
- Advisers and inspectors;
- Health visitors;
- Church staff;
- Contract workers (e.g. An electrician or heating engineer).

1.2.3 Volunteer helpers:

- Parents/carers or other adult helpers working alongside teachers;
- Governors;
- Students on work experience;
- Students on community service.

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

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

- Listening to readers;
- Assisting with group work during certain practical curriculum subjects;

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- Transporting children to and from events (e.g. sports fixtures).

2.2 Volunteer helpers are not permitted to do the following activities:

- Take responsibility for all or some of the whole class;
- Change very young 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 Signing in/out

3.1 When helpers arrive in the school, they must sign in the visitors' book. 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.

4 Safeguarding

4.1 Volunteers who work alone with children outside the classroom must have DBS clearance.

4.2 Volunteers who are supervised by the class teacher and who provide support within the classroom do not require DBS clearance.

4.3 All volunteer helpers are required to complete a confidentiality agreement

4.4 The Head of School 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 or staff.

5 Deployment of classroom helpers

5.1 Parent helpers are in school under the supervision of the class teacher and may be deployed inside the classroom or in activity areas such as the shared area or the library.

5.2 When accompanying school trips parents/carers may be assigned to groups other than those which include their own child so that they do not become distracted.

5.3 Some class teachers work with parents/carers on a weekly basis and others use parent volunteers for specific activities within the curriculum which benefit from a high adult to pupil ratio.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Head of School, who will report to the governors annually.

6.2 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

CONFIDENTIALITY AGREEMENT

Confidentiality is an essential element of the success of our school and groups within our school community. The aim of this policy is to tie together information for these groups: staff, parents/carers and governors.

AIMS

1. To protect the child at all times.
2. To give clear guidance and ensure good practice throughout the school.
3. To be understood by parents/carers, staff and governors.
4. To seek to implement the underlying principles of safeguarding children and to address issues where confidentiality may arise.
5. To be committed to enabling the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.

Parents/carers, Volunteers and Visitors

- As parents/carers involve themselves in the school as midday supervisory assistants, classroom assistants or voluntary helpers they become members of a professional team.
- Volunteering in school will see and hear a great deal in the classroom or around the school but **must** leave it there and **not discuss anything in the wider community**.
- Parents/carers need to acknowledge the fact that some circumstances may not be fully understood by them because the teacher or Head of School may not be at liberty to discuss them. We expect parents/carers to understand this and respect the position in which they find themselves.
- The Head of School and governors may at times need to make decisions, which cannot be explained fully to parents/carers e.g. because of child protection or other issues. We expect parents/carers to understand and respect this.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality in relation to Child Protection issues and that the school has a duty to report any concerns.
- All volunteers and other casual visitors must also adhere to all of the above.

Volunteer's Name (Please print).....

Volunteer's Signature: Date:

By signing this document, I agree to abide by the contents of this policy and all other school policies and procedures.