

Bishop Monkton Church of England School Volunteers in School Policy

Volunteers in School


1. **Rationale**

- 1.1 The school plays an active and central part in the local community in Bishop Monkton.
- 1.2 This community contains people with skills and abilities which can be brought into school and shared with the children, thus enhancing their education.

2. **Implementation**

- 2.1 Parents and community members will be contacted by class teachers asking for volunteer helpers.
- 2.2 When helpers have volunteered their services, the relevant member of staff will make contact with them, explaining what will be involved.
- 2.3 All volunteers will be DBS checked.
- 2.4 Volunteers need to be informed by teachers about the need for confidentiality and asked to read and sign our "Volunteers Charter" before helping in school..
- 2.5 Classroom volunteers should work under the guidance of teachers and should either work in the classroom or close at hand.
- 2.6 A member of staff should train helpers and instruct them in specific tasks.
- 2.7 Where possible children should not be in the same group as their parent, particularly on educational visits, but this is to be at the discretion of the teacher.
- 2.8 For confidential reasons parents are encouraged not to be in the staffroom. Teachers may offer drinks etc when appropriate.
- 2.9 Should there be any discipline problems with children, helpers should consult the teacher.
- 2.10 Volunteers are encouraged to assist in many ways, which include:
 - Art and Design Technology
 - Educational visits
 - School Productions
 - Baking
 - Library organisation and administration
 - Reading
 - Transporting children
 - Swimming
 - Sports Clubs

Signed Headteacher



Signed Chair of Governors



Date

1st February 2016

Review date

February 2018