



Coteford Infant School Volunteers Policy October 2019

We welcome visitors and volunteers at Coteford Infant School and this policy outlines the practices we have in place to ensure that children are safe and that volunteers find their time in school beneficial.

All regular visitors are expected to have a current DBS 'police check'. Where an adult helping in school or on an outing does not have a DBS 'police check' then staff will make sure that they are supervised at all times.

All visitors must sign in when they arrive and wear a visitors badge for the time they are in school. When they leave visitors should sign out and return the badge. Visitors not wearing badges should expect to be stopped by a member of staff and questioned about why they are on the school premises.

Visitors badges: green = has DBS check, orange = doesn't have DBS check and must be supervised

Staff at Coteford will:

- Make sure that all volunteers know what they are expected to do and which member of staff is in charge
- Share the school guidance on volunteering (see Appendix 1, a copy is now kept by the signing in book)
- Not allow a volunteer to supervise a child on a one-to one basis unless it is their own child
- Not allow volunteers to take a child to the toilet unless it is their own child
- Inform volunteers not to carry out 'personal' activities e.g. wiping bottoms, unbuttoning trousers
- The rules about touching children will be shared with volunteers
 - Never pat a child on the bottom
 - No extended hugs
 - No kisses
- Share the following school rules
 - Only staff should open the front door
 - Never lift children
 - Do not shout
 - Respect confidentiality and avoid 'chatting' with other parents about what they have seen individual children do

- Ensure that volunteers understand that they must report anything that concerns them to the class teacher they are working with.
- Ensure no photos are taken of any children unless specifically requested by the teacher and make sure that all volunteers understand that any images of any children taken at school or on school trips should never be shared on social media sites.
- Volunteers should not have access to the school server without permission from a member of staff and only when directed for a specific purpose. Staff must be aware that information on the server and school IT system is to be kept confidential.
- Staff should remember that when visitors are in the staffroom they need to refrain from discussing confidential matters or sensitive information.

To be reviewed: October 2020

Appendix 1

Guidance for volunteers working in school

Thank you so much for giving your time so generously. Please ask a member of staff, at any time, about anything you become uncertain of during the time you are helping in school. If you are going to help regularly you should have a DBS check, please see Ms Harris for a form.

BEFORE YOU START IN THE CLASSROOM PLEASE SIGN IN AT THE OFFICE AND COLLECT A BADGE. Badges should be returned at the end of your time in school.

Our rules are simple in school:

- No running inside
- No shouting at others
- Look after things
- Be polite
- Do your best

If you have any special skills or interests that you would like to share with us at school, please tell a member of staff.

To avoid confusion or embarrassment please do not:

- Open the entrance door
- Support children in the toilet
- Lift children at any time
- Take children to be changed
- Pat children on the bottom
- Help children with personal activities e.g. wiping bottoms, doing trousers up
- Hug or kiss children
- Use your mobile phone when working with children or use a camera to record images of children unless directed by the teacher and using school equipment
- Access the school computer server without direction from a member of staff

In order to comply with Local Authority advice we will ensure that all volunteers help within a supervised environment.

As we all know sometimes children need to be told about their behaviour. It would be helpful if you would avoid the temptation of chatting directly with parents and treat your observations confidentially. Please refer all parent questions to a member of staff.

It is important that you enjoy your time in our school. Please feel free to join assemblies, take a drink in the staff room or help at playtimes in the playground.