



# The Fairlawn and Haseltine Federation

## Voluntary Helpers and Extra-Curricular

### Activity Teachers Policy

#### **Introduction**

The purpose of this policy is to give guidance to all staff, both paid and voluntary, who work in the school, but who are not on the payroll of the school.

This includes parents, students, trainee teachers, those who run clubs after school, researchers, Police and Youth workers, visitors from the local community and any others who work in the school but are not part of the line management structure.

The school welcomes as much involvement by helpers as possible.

#### **The need for the policy**

In school, teachers have the legal position of being in 'loco parentis'. When voluntary helpers and those running extra curricular clubs are working with children, they should ensure that they do not act negligently, and take all reasonable care to ensure the safety of the children.

All voluntary work must be undertaken with the agreement of the Head teacher and the relevant class teacher. All volunteers must sign a code of conduct form and have an informal interview with the Deputy Head teacher before they start any work within the school.

#### **Role in School**

Those persons running extra curricular activities, and who are paid by the parents to do this, take on the role of the teacher and as such have total responsibility for the children in their care. They must ensure that all children are present at the club and take steps to check why children are absent. They must also ensure that children are seen off the premises at the end of the club, and must remain with children if they are late being picked up.

Volunteers can carry out many tasks in the school including the following:

- Ⓢ Making, sorting and organizing resources.
- Ⓢ Supervising a group of children on trips and journeys under the supervision of the teacher
- Ⓢ Working with individuals or groups of children under the supervision of the teacher.
- Ⓢ Helping children with reading
- Ⓢ Story telling.
- Ⓢ Leading workshops

#### **Work experience students**

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All work experience students must organise their placements through the Lewisham Work Experience team. They can carry out an 'own-find' placement, but all

paperwork must be agreed with Lewisham. Work experience students are required to meet with the Deputy Head Teacher or Assistant Head Teacher before starting their placements and they must sign a code of conduct form. Students will be expected to carry out the duties of other volunteers around the school (see above) and will be expected to behave professionally and as a role model to the pupils at all times. If a student fails to comply with the Volunteer Code of Conduct then they will be asked to leave and their school will be notified.

### **Education of Children**

Adults who are working with children for any length of time should look at any policies relevant to the work they are doing in school. These may include:

- Ⓢ Individual curriculum policies.
- Ⓢ SEND Policy
- Ⓢ Equal Opportunities policy
- Ⓢ Behaviour Policy
- Ⓢ Teaching and Learning policy
- Ⓢ Code of conduct

### **Behaviour**

We ask all adults in the school to treat children with respect. Please ensure you speak clearly and quietly – shouting and bad language are not acceptable. In turn, we expect all children to behave well and treat all adults with respect. Do not let rudeness pass – it is not acceptable and should be challenged, always refer the incident to the class teacher. We expect children at Fairlawn and Haseltine Primary to follow our behavior policy. Please consult the class teacher if there is a problem.

### **Fire Safety**

Please check with your class teacher to find out where the appropriate fire exit is from for your classroom. If the fire alarm sounds and you are not in class please find the nearest fire exit which will be signposted clearly.

### **Working in Class**

Occasionally there are problems when a parent works in the same class as their own child. For this reason we ask parents to work in another class in the school.

### **Confidentiality**

It is essential that all adults working in school follow the rule of confidentiality. It is not appropriate to discuss matters relating to classes, groups or individual children or adults outside the school context.

### **Checks and References**

All adults who work regularly with children are required to undergo a DBS check. This is for child protection reasons.

**If a volunteer is working in the school without a current DBS check, they are not to be alone with children at any time.**

## **Health and Safety**

In school, the Health and Safety of all children is paramount. It is essential that all volunteers observe a few simple rules:

- Ⓢ Please ensure you are familiar with the procedure to follow when the fire alarm is raised
- Ⓢ Never allow children to do activities which could put them in physical danger – children should not stand on any furniture, use toxic or dangerous materials, carry electrical or heavy loads, plug in or unplug radios etc,
- Ⓢ Never allow children to be unsupervised – do not send them to get equipment from the resource area, PE shed etc. unsupervised.
- Ⓢ Avoid being alone with a child unless you are in a central area.
- Ⓢ Do not touch a child – keep an appropriate distance from children.

## **Child Protection**

Never agree to keep a secret. Always tell a child that you may have to inform someone if you feel that the secret is too important to be kept. If a child informs you of a matter which you consider to be a matter of child protection, please inform one of the child protection officers without delay. Do not question the child further, as this could compromise future investigations.

## **Visits off site**

Volunteers who accompany children on school trips or journeys must pay close attention to safety. All volunteers must adhere closely to the brief given to them by the class teacher. Volunteers should receive a copy of the agreed risk assessment from the lead teacher. Any deviation from this brief may lead to problems and may mean exclusion of the adult from future trips.

When in charge of a group of children, check regularly that all children are present. This is particularly important when getting on and off trains and buses, and crossing roads.

Children should never be allowed to cross roads, whatever size, unsupervised. There should always be an adult standing in the middle of the road until all children have reached the pavement.

Please be aware that all volunteers are here for the benefit of the children. If there are any concerns about your conduct or performance, we may consider terminating your placement with us.