

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

Adult Volunteer Policy



Policy date	September 2025
Review date	Annually

Rationale:

We aim for our school to be open and welcoming to all who would like to support the children. We also want to encourage parents 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.

Aims/Objectives:

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

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

- teachers;
- teaching assistants;
- sites and buildings manager;
- cleaners;
- dinner supervisors;
- office staff
- sports coaches

Adult workers employed by another organisation may include:

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

Volunteer volunteers:

- parents or other adult volunteers working alongside teachers;
- students on work experience.

This policy sets out the arrangements for volunteer volunteers only.

Implementation:

Volunteer volunteers 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;
- helping with art or subjects involving other practical activities.

Volunteer volunteers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change 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.

Roles and Responsibilities:

Signing in

When volunteers arrive in the school, they must sign in at the reception desk. The e-sign facility will record the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave. It is the volunteers responsibility to ensure that they have signed in.

Police checks

For the children's safety, all regulated activities with children that are unsupervised are required to have police clearance through the DBS clearance before they work in the school. See appendix 1.

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.

Adult volunteers who are not DBS checked will be supervised. It is the responsibility of the volunteer to obtain and provide the DBS check, but they will be supported in doing so by the office staff.

Deployment of classroom volunteers

It is the policy of this school that parent volunteers are placed in school where identified support has been requested. This may mean that parent volunteers do not help out in their own child's class. Volunteers will be asked to support in classes in which there is the most need for individual support. SLT will be responsible for deployment. The class teacher will be responsible for setting clear tasks and expectations.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher.

Signed: _____

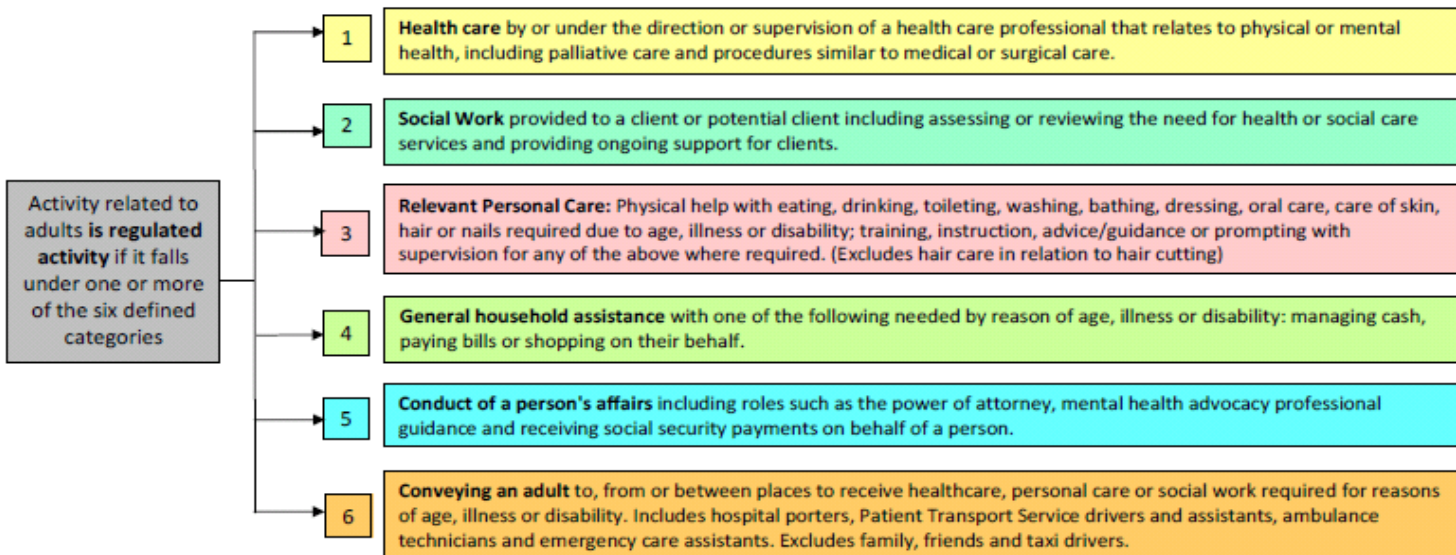
Appendix 1

Table 2: Regulated Activity – Adults

This flowchart is intended as a general guide rather than a precise legal definition
 Further guidance is available at www.homeoffice.gov.uk/dbs
 The post is regulated activity* if one of the following applies:

**Regulated activity posts as below will be eligible for an enhanced check for regulated activity with adults*

NOTE: There is no longer a requirement to do activities a certain number of times before a person is engaging in regulated activity in relation to adults



The management, on a regular day to day basis, of any person carrying out any of the activities described in 1 – 6 above is also regulated activity.

Note: Under the revised guidance, some posts are defined as 'Eligible' and are subject only to an enhanced CRB (which does not include barred checks for Adults and Children). Full guidance is available via: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/eligible-positions-guide>

Adults
 An adult is a person aged 18 years or over

Last updated 19 12 2012