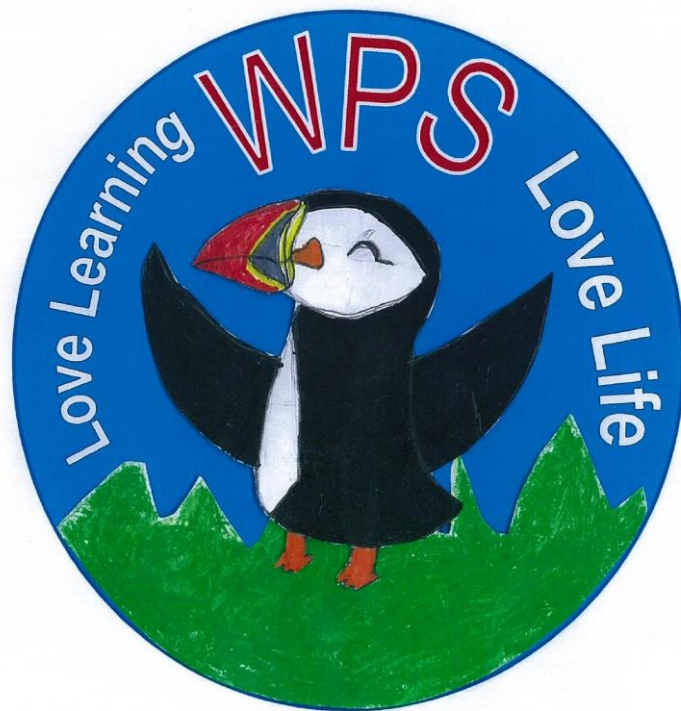


Whiteness Primary School



Volunteer Helpers in Schools

September 2022

Introduction

Children's Services in Shetland actively encourages the involvement of parents and other members of the community in enhancing experiences of children and young people within its schools. It is recognised in The Scottish Schools (Parental Involvement) Act 2006, that when parents are involved, children do better in their education.

The staff at Whiteness Primary School work positively to promote an ethos of partnership within our school. Such involvement by parents and other members of our community, appropriately directed will benefit the whole school community, both enriching the curriculum and encouraging a wider understanding of schools and the education system in general.

To ensure the health, safety and enjoyment of everyone involved the following procedures should be used:

- Volunteers in School Guidelines
- Classroom Helpers Procedures for Teachers
- Classroom Helpers Guidelines
- Example School Letter / Volunteer Form for Parents

Volunteers in school Guidelines

Disclosure information will be obtained for any individual offering to volunteer in the category of "involving contact with children and young people under the age of 18, elderly, sick, disabled and vulnerable people". Such an offer will be conditional on consideration of any Disclosure Information. An individual **MUST NOT** begin in a voluntary position before this information is received and a decision made.

Those involving contact with children and young people under the age of 18, elderly, sick, disabled and vulnerable people are included in the main categories of work areas that require disclosure of all convictions.

Volunteers

Where there is to be **regular** contact with children and in a supervisory capacity. Protection of Vulnerable Groups (PVG) checks **must be** done. Examples include school trips, assisting in the classroom, helping with swimming. Decisions to do PVG checks for these events should be based on Risk Assessment, with the key questions being:

- Do helpers have unsupervised contact with children, other than their own?
- Are these activities regular?

Guidelines For Using Outside Agencies And Visitors in schools: "Where a volunteer does not require a PVG Check, then arrangements should be made to treat the volunteer as an infrequent visitor to school, and the Schools Service Guidelines for Visitors to Schools should be used".

Responsibility and Discipline:

The role of the helper is one of support to the class teacher. However, the teacher remains responsible for all pupils. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at all times. We expect children to behave with the same respect and politeness to any visitors/helpers in the school, as they would staff members.

Confidentiality:

It is essential that all helpers appreciate and support the necessity for confidentiality. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to helpers spending time in school. In addition to this helpers must sign a "helpers in school" agreement, detailing that they have read and understood the guidelines.

Involvement of helpers in class is an optional arrangement and as such will be undertaken only if the individual class teacher feels comfortable about doing so. As this arrangement is by mutual agreement, both staff and helpers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in school by helpers is as enjoyable and beneficial as possible. We endeavour to involve helpers as fully as possible in school life whilst ensuring safe boundaries for all involved.

Becoming a Helper at School

I would be interested in becoming a Helper in Whiteness Primary School in the following way(s)

	Tick
A single visit to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee afternoon etc.	
Secretarial type duties – photocopying, helping with displays etc.	
Gardening	
Baking / craft activities.	
Assisting with school trips.	
Assisting with reading groups.	
Helping at Golden Time.	
Other (please state)	

I would be willing to be PVG checked.	
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I already have an Education and Community Services PVG Check	
Number (if known): -----	Date of check:-----

Printed Name _____

Signed _____ **Date** _____

Helpers in School: Procedures for volunteers

We welcome parents and friends to become involved in school life, particularly to share interests, experiences or skills with the children.

To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

Do:

- sign in when you arrive at school
- ensure you are clear as to your role and that you have discussed the activities to be carried out with a teacher and filled in a “Helpers” form
- work at the children’s level – both in conversation and in physical size
- discuss the task in hand and keep the children focussed
- encourage children to adhere to class/school rules
- help children finish and tidy up after a task
- direct a child to the teacher if you are unsure of something
- encourage independence, use questions such as “what do you think you should do next?”
- encourage children to work quietly, reinforce this by using a quiet voice yourself
- encourage children to move quietly and calmly within the school without running

Don't:

- take individual children out of the room and never accompany them to the toilet
- help a child change their clothes whilst alone with them
- hold on to or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child’s behaviour alert the teacher

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or situation do not hesitate to approach the teacher immediately.



CONFIDENTIALITY

It is of extreme importance that everyone working within the school adheres to strict standards of confidentiality – what you see or hear in school regarding any child should remain within the confines of the school. However, we ask if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss it with the teacher or Head Teacher before you leave.

As stated previously these guidelines are to ensure the health, safety and enjoyment of all concerned. If you feel that you can work within these guidelines, please fill in and sign the form below.

Thank you for being involved and participating. We hope you enjoy helping us!

I have read, understand and agree to work within the School Guidelines for “Helpers in School”