



Signed by Chair of Governors

Date approved by GovernorsMay 2014.....

Review DateMay 2018.....

Trowse Primary School

Volunteer Helper Policy

Trowse Primary School encourages volunteer helpers into school on a regular or occasional basis and to support educational visits. The school recognises the valuable contribution that volunteer helpers make to support children's learning.

- Helpers must have a recent DBS check and Vetting & Barring clearance if working alone with children, or on a regular basis, and the DBS number must be recorded on the Single Central Record.
- Helpers must sign the visitors' book on arrival and departure from school
- Helpers will be directed by the Headteacher or Class Teacher.
- All activities and conversations within the school must remain confidential.
- All disciplinary matters must be referred to the Headteacher or Class Teacher.
- Any concerns should be discussed with the Headteacher.
- A copy of the Fire Evacuation Procedure which is posted in each classroom, should be noted.
- Volunteers should be familiar with the Safeguarding Policy which is available on the school website or the office.
- The 'Volunteer Helper Agreement' must be signed and copies kept by the volunteer helper and the school.

Volunteer Helper Agreement

Thank you for giving your time to help at Trowse Primary School. Would you please read and sign this document for our records.

- It is understood that all activities and conversations within the school are confidential
- All disciplinary matters are to be referred to the appropriate member of staff.
- If I have any concerns of any nature, they should be discussed with the Headteacher.
- I will make myself aware of the Fire Evacuation Procedure in the areas I am working.
- I have read the Safeguarding Policy and know that the Designated Professional is Mr Stuart Odell. If Mr Odell is not available, Miss Bonham, Mrs Rush or the class teacher should be made aware of any concerns.