



Parrett and Axe C of E, VA Primary School

Policy on Adult Helpers in School

1 Introduction

1.1 We want 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.

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

1.2.1 Paid full- or part-time staff employed by our school:

- teachers;
- teaching assistants
- cleaners
- dinner supervisors
- school admin staff

1.2.2 Adult workers employed by other organisations:

- peripatetic music teachers;
- ICT technician;
- LA appointed staff e.g., School Improvement Partner
- grounds maintenance staff;
- contract workers e.g., an electrician or heating engineer
- sports coaches
- L.A Support Services e.g., Speech and Language Therapist

1.2.3 Volunteer helpers:

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

2 Signing in

When adults arrive in the school, they must sign in. They will be given a visitor's badge, which they should wear at all times. The signing-in book will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

3 Police checks

3.1 For the children's safety, all adults are required to have full police clearance through the DBS before they work regularly in the school. If an adult is only helping on a one-off basis, they may be subject to a List 99 clearance through the L.A.

3.2 The headteacher has the authority not to accept the help of volunteers if he believes it will not be in the best interests of our children.

4 Deployment of classroom helpers

- 4.1 Helpers will be asked to support our children where there is the most need for support and where the skills of the helper can be most usefully applied.
- 4.2 The responsibility for the day to day health and welfare of the children within our school premises remains with the class teachers at all times.

5 Monitoring and review

- 5.1 The overall monitoring of this policy is the responsibility of the headteacher.

Reviewed April 2021