

ALBURGH WITH DENTON PRIMARY SCHOOL SUPPLY TEACHERS AND VOLUNTEERS POLICY



Adopted by the Governing Body: November 2020

Due for review: Autumn Term 2023

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 The 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 the school:

- teachers
- teaching assistants
- caretaker
- dinner supervisors
- school secretary

1.2.2 Adult workers employed by another organisation:

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

1.2.3 Volunteer helpers:

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

2 Volunteer helpers

2.1 Volunteer helpers support the school in a number of ways, including:

- hearing pupils read
- helping with practical activities
- helping with the supervision of children on school trips

2.2 Volunteer helpers are not allowed to do the following activities:

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- take responsibility for all or some of the whole class;
- change very young 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.
- drive children to an event

The responsibility for the health and welfare of the child remains with the class teacher at all times.

3 Signing in

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. This badge contains all relevant safeguarding information on the reverse. The signing-in sheet 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.

4 Police checks

4.1 The school follows all statutory requirements in relation to police checks and DBS procedures.

4.2 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.

5 Deployment of volunteer classroom helpers

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

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Supply Teachers

We welcome supply teachers to our school regardless of race, gender, age, experience etc. In return we would expect them to have regard for the ethos of the school, the rules and code of behaviour we encourage, confidentiality in all matters, to be adaptable, approachable and friendly. Where possible we use supply teachers registered with Norfolk County Council.

We will do our best to make them feel welcome and part of our team, by ensuring they know where resources etc are to be found, supplying them with an induction guide detailing everything they need to know on a daily basis. I.e. registration procedures, break times etc.

We will endeavour to keep as far as possible, the same supply teachers, for a particular year group to assist in the building of a relationship with the pupils and staff and to minimise the disruption of having a supply teacher.

The supply teacher will be encouraged and expected to continue with the planned work. Where there is short notice of cover, the teaching of the area of the curriculum time-tabled will be acceptable in the short term.

A summary of the work covered needs to be handed in to the Headteacher at the end of the term of cover. All work set by the supply teacher should be marked according to the school's marking policy, before the supply teacher leaves on the day of cover.

Supply teachers are requested to do the break time cover if appropriate but not assembly or lunch time duties unless they are covering staff for any length of time or the cover is a regular occurrence i.e. Heads non-contact time. In such cases they would be requested to take on these duties.