



# Polisi ar Oedolion sy'n Helpwyr Gwirfoddol

## *Policy for Adult Volunteer Helpers*

Diweddarwyd / *Updated*: 04/2024

Adolygiad Nesaf / *Next Review*: 04/2027

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## **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** 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;
- cleaner;
- dinner supervisors;
- school secretaries;

**1.2.2** Adult workers employed by another organisation:

- peripatetic music teachers;
- LEA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

**1.2.3** Volunteer helpers:

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

*This policy sets out the arrangements for volunteer helpers only.*

## **2 Volunteer helpers**

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

- supporting individual pupils;
- Listening to pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work during Integrated days;
- helping with art or subjects involving other practical activities such as gardening.

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

- 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.

*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 and sign out at the reception desk.

## **4 DBS checks**

**4.1** For the children's safety, all volunteer helpers are required to have DBS clearance to work in the school. All volunteers must also complete Level One Safeguarding via SWAY. Application / information forms must be filled in before volunteering can commence.

**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**      **Monitoring and review**

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

**5.2**      *This policy will be reviewed by the governing body if considered necessary.*