

**BATHFORD CHURCH SCHOOL**

**Voluntary Helpers’ Policy**

Before starting all voluntary helpers should:

* be given a tour of the school by a senior member of staff.
* have a meeting with the Head Teacher to go over the school’s Health and Safety, Child Protection, ICT and Behaviour policies and be directed to the main school policies on the school website. Voluntary helpers should be made aware of the importance in maintaining confidentiality.
* have a detailed discussion with the teacher they will be helping.

When voluntary helpers come into school, they must:

* sign the Visitor Book at the front office so that there is an accurate record of who is on site.
* not ever be alone with a pupil in a closed room.
* be proactive about addressing queries, questions or observations with the class teacher. They should not discuss any pupil’s progress or behaviour with parents or anyone else outside the school.
* sign and date the ‘Information for Voluntary Helpers’ sheet before they start work.