BADSWORTH
CofE School

CARE – Prepare – Believe
'I can do all things through Him who strengthens me'
Philippians 4:13

Helpers in School Policy
September 2026

This policy extends to other voluntary positions operating in the school such as FOBS and also students undertaking work experience or teacher training programmes.

As stated in our Parent/Carer Handbook and in newsletters we welcome helpers into school. The school is always very grateful for any time that volunteer helpers give. The school accepts that any commitment made by a helper to assist in school can be terminated by that helper at any time.

All stakeholders work towards our school vision:

Here at Badsworth C of E Junior and Infant School, we ensure everyone flourishes through the way we:

Consider **A**nd **R**espect **E**veryone as Jesus taught

Prepare for a bright future

Believe we can make a difference

'I can do all things through Him who strengthens me.'
Philippians 4:13

All actions which are taken within school, focus on this vision and it is referred to throughout the time at Badsworth School.

It is important that all volunteers understand that their role may not necessarily be to work with children. Staff may assign them tasks such as displays, preparing resources and photocopying. Whatever the case, helpers will be told clearly by the relevant adults what their tasks will be and how these are to be carried out. They will know what their objectives are and, when this involves interaction with children, they will know how to assess how a child has performed. The helper will support the child/children to perform their tasks - they will not do them for them. Helpers are in school to help and will not be used as a teacher. The Class Teacher is responsible for the work of the helpers, if appropriate after consultation with the Headteacher.

Alongside this policy, before beginning voluntary work in school, helpers/students will also receive and sign a Code of Conduct, the school's Safeguarding Policy and Keeping Children Safe in Education Part 1.

The Headteacher or member of the SLT (alongside class teachers) will acquaint all helpers with:

- The role of the helper and the tasks they can undertake
- Health and Safety procedures, Safeguarding Policy, Behaviour & Discipline Policy, practice & procedures for helpers, volunteers and students.
- protocol regarding children - no helper should be in a situation where they are in a room by themselves with a child
- expectations of children and staff
- routines / timetables.

The children will see helpers as valued adults and will address them with the same respect as other school staff. Helpers will be addressed in a formal manner (Miss, Mrs, Mr) and not by their first names. In the same way the high standards of behaviour and discipline are expectations shared by all.

Volunteer helpers may find themselves in a situation where it is necessary to intervene in order to prevent accident or injury. Where possible the helper would seek support from a member of staff. However, it is expected that adults would act in the best interests of the children's welfare in order to protect and safeguard the children and others.

Volunteer helpers may be asked to accompany school visits. In such cases, direct instructions will be given to them which take the school's Health and Safety Policy into account. As part of this they will be given any risk assessments to read prior to the trip taking place.

Where a situation arises, that information has been given to a helper of a confidential nature, this will be forwarded to the teacher/headteacher in an appropriately confidential manner. Any information a helper gains access to whilst in school must be kept confidential. Unfortunately, any breach of confidentiality, or indeed any other unprofessional conduct, will result in the helper being asked to relinquish their voluntary position.

Helpers will be both encouraged and assisted to demonstrate a professional attitude to their work. Helpers will be given up-to-date information as appropriate to, or required by their position e.g. training opportunities.

Should a helper have any concerns regarding safeguarding, the designated safeguarding lead (DSL) is the Headteacher. Any concerns should be directly reported to a member of the DSL Team. This being Headteacher or the Deputy DSLs – the EYFS & Key Stage 1 Team Leader who is also the EYFS Safeguarding Lead & Key Stage 2 Team Leader. The helper may be asked to record their concerns in writing. Should the concern involve the Headteacher then the matter should be discussed with the Chair of Governors.