REPTON
AL BARSHA

Volunteer Helpers in School

DOCUMENT CONTROL			
Document title	Volunteer Helpers in School	**Reference**	RAB-PAS-017
Owner	Deputy Head Pastoral	**Approved by**	Principal, on behalf of SLT
Date reviewed	August 2026	**Next review**	August 2027
Status	School policy — Cognita Group requirement	**Applies to**	All parent, guardian and community volunteers, and the staff who deploy them
Related documents	Volunteers on Visits Agreement; Safeguarding Policy; Parent Code of Conduct; Behaviour for Learning; Educational Visits; Site Security		
Regulatory framework	KHDA regulations; UAE Federal Law No. 3 of 2016 (Wadeema); Cognita Safeguarding Standards; KCSIE (as guiding good practice)		

Vision
We would like Repton Al Barsha to encourage parents and guardians to help the school in a variety of ways. We believe that parents and guardians as volunteer helpers can add enormous value to children's learning opportunities and experiences. However, our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary, while being ensured of the best security possible.

Aim of Volunteer Helpers Policy
- To provide parents/guardians (volunteer helpers) / staff with clear expectations, induction and guidelines for working in school.

Volunteer Helpers are:
- Parents/guardians working alongside the teachers

Volunteer helpers can support the school in a number of ways:
- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping in the library
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)

All of the above activities must take place under the supervision and guidance of a Repton Al Barsha teacher.

Signing in
When any helper arrives in the school they must sign in at the School Reception and must wear their ID badge on a lanyard at all times in and around school.

Volunteers must also sign out and state the time when they are leaving the school premises.

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Safeguarding

The Principal has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

All volunteers must complete Level 1 Safeguarding Training prior to commencing at the school.

Volunteers NOT requiring a Repton Al Barsha Level 1 Safeguarding Course

- Volunteers or parents/guardians who accompany staff and children on one-off outings or trips that do not involve overnight stays, or who assist in some capacity that is supervised by a trained member of staff.
- Those who help out at specific events e.g. school fete, who do not have unsupervised access to children.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

Deployment of Parent / Guardian Helpers

The school reserves the right to forbid parent helpers to support in their own child's classroom if it is not appropriate to do so.

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VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school Behaviour for Learning Policy (RAB-PAS-003) with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest level of respect and support you
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality
- We agree not to ask you to:
  - Deal with difficult or challenging behaviour
  - Carry out a task that you feel unprepared to complete

Signed:…….. Date: ……
(Class Teacher)

Volunteer Helper's Name: ……..

As a volunteer helper I agree to:

- Use the school Behaviour Policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform your line manager by 6:30am if you are unable to come into school that day so appropriate cover can be arranged
- Respect and listen to the guidance of the Repton Al Barsha teachers at all times
- Complete the appropriate Repton Al Barsha Level 1 Safeguarding Course
- Disclose any criminal allegations to the Principal prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

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Signed:……AL BARSHA…….. Date: ……