



**BRETHERTON ENDOWED CE  
PRIMARY SCHOOL**

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*Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.*

**Dear Parents,**

We have always been fortunate to have many highly valued adults who have volunteered to come into school to read with children and support with children's learning. Sadly, due to Covid, we have been forced to review our practice and consider how we can keep adults and children safe.

Following the guidance, we feel that we could welcome volunteers who are happy to return to school using the following measures to reduce the possible transmission of the virus. We would like to remind volunteers that they do not have to return at this time and volunteers who were previously shielding or who were classed as clinically vulnerable may wish to return at a later date in the year.

Attached to this letter is the protocol for volunteers in school and would ask that you contact school should you have any questions or concerns.

Thank you in advance for your support and we look forward to welcoming you back into school when you feel able.

**Yours sincerely,**

*Mrs Moxham*

**Mrs A Moxham  
Head Teacher**

# Protocol for Volunteers in school during Covid restrictions

Sept 2020

This document is designed to outline the protocol for the use of volunteer adults in school as we return to school in September 2020 whilst still within Covid-19 Government restrictions. Bretherton Endowed acknowledges that the scientific view is that adults have the potential to be affected by Covid -19 worse than young children and that they are at greater risk of being infected than children due to higher transmission rates between adult to adult than child to child.

So the following measures will be put in place when a visitor comes into school to participate in curriculum delivery( reading or supporting teacher admin).

- All our volunteers will not enter the building in the event of feeling ill or displaying symptoms of Covid-19 such as fever, persistent cough, loss of taste or smell
- visitors will comply with KCSiE
- Adults will wash hands on entry and exit and use sanitising gel after each child interaction.
- The adult will encourage the child to hold and read their book whilst the adult sits alongside ( where possible at the end of a table 1.5-2m )
- The adult will follow the child read and support and correct and question in line with our supported reading plans
- If preferred, the adult may wish to wear a visor whilst working with the children although this will be discussed with the Head before working directly with children.
- An adult will be allocated to a class and this will be their 'bubble'. A volunteer will not work between classes.
- All volunteers will read our whole school risk assessment and ask if they are unsure about any areas
- As before Covid-19 restrictions, adults will not have physical contact with children at all.
- The volunteer will raise any concerns regarding themselves or the child ( in particular in relation to safeguarding) to a senior member of staff.

( advice taken from Gov.uk website 20 8 20)

## **Other support**

Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where schools are using volunteers, they should continue to follow the checking and risk assessment process as set out in the volunteer section in part 3 of keeping children safe in education. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. and staff where possible.