



Volunteers Working In School Policy

Date adopted by Governing Body:

Signed on behalf of the Governing Body:

Name in block:

Review Date:

Volunteers Working in School Policy

The school's Volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children in our school. We welcome Volunteers from the local community.

Our Volunteers include:

- ✓ Members of the Governing Body
- ✓ Parents of pupils
- ✓ Ex-pupils
- ✓ Students on work experience
- ✓ University students
- ✓ Ex-members of staff
- ✓ Local residents
- ✓ Friends of the school

The types of activities that Volunteers are engaged in include:

- ✓ Hearing children read
- ✓ Working with small groups of children
- ✓ Working alongside individual children
- ✓ Accompanying school visits
- ✓ General maintenance i.e. painting projects, grounds clearing

Becoming a Volunteer

Anyone wishing to become a Volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing a child read, usually approaches the main office, Class teacher or Head teacher directly.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activity they would like to help with, and the times they are available to help. The sheets are available from the main school office.

Before starting to help in school, Volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of Volunteers and asks Volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance required for any Volunteer before they come into school to protect staff and children.

Our School Aims

All adults who work in our school, whether a paid member of staff, or a Volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose as identified below:

Our School Aims Statement

'We are all of equal worth
I will do my best and do my best for you
If you need me, I will be there for you
We take pride in each other's
achievements because we live, learn and succeed as one body.'

Our educational purpose is:

- ✓ To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- ✓ To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a life long learning process
- ✓ To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- ✓ To afford all children equality of opportunity and not be discriminated against on the grounds of class, gender, race, religion or disability.
- ✓ To provide a partnership between schools, parents and the wider community each having a contribution to make to the development of the other.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / person outside of school. If it is a comment which a child makes which gives rise to concerns then the designated person i.e. Anne Radford or Head Teacher should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher.

For all refreshment breaks volunteers are welcome to use the bistro facilities, tea and coffee are provided.

We discourage any Volunteer from referencing the school, a member of staff, pupil or person associated with the school on any social media network websites.

Supervision

All Volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are

encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures e.g. fire extinguishers, fire doors, fire alarm evacuation procedure and routes and about any safety aspects associated with a particular task g. using DT equipment/ accompanying children on visits. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher, Headteacher or Care Advisor.

Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- ✓ All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer agreement (Appendix 2)
- ✓ All Volunteers are given copies of both our in-school safeguarding guidance and our 1st Aid & Medicines guidance.
- ✓ To ensure the safety of our pupils at all times, all of our Volunteers are assessed on an individual basis. Those volunteers that meet The Disclosure and Barring Service recommendations undertake a DBS check prior to their commencement. A certificate is issued to the individual to produce in school
- ✓ Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise children as part of a class visit, no formal checks are required. These Volunteers, who are under constant supervision of school staff, must read and sign our Off-site visit agreement (Appendix 3)

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Head teacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- ✓ To speak with a Volunteer about a breach of the Volunteer agreement and seek reassurance that such a breach will not happen again
- ✓ Offer an alternative placement for a Volunteer e.g. helping with another activity or in another class
- ✓ Inform the Volunteer that the school no longer wishes to use them
- ✓ The school complaints procedure is available from the school office

Monitoring and Review

This policy has been approved by the governing body and will be reviewed every three years or in light of new guidance from either the Local Authority or Department of Education.

APPENDIX 1

Volunteer information sheet – FOR NEW VOLUNTEERS

Name of Volunteer

Other names known by including maiden names

Address.....

.....

.....

Telephone

Next of kin contact details 

What times are you available to volunteer.....

What skills / areas would you like to work with in the school?

.....

Are there any particular age groups that you would like to work with and why?

.....

Do you have any disabilities, allergies or are there other needs that we need to take into account when you work as a Volunteer in school?

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Thank you for taking the time to complete this Volunteer Information sheet.

Please hand it back to the main school office. Your offer of help is appreciated and we will be in touch shortly.

Please give details of any medical history that may affect working in school.

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APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Battling Brook Primary School.

Your offer of help is appreciated and we hope that you will gain much from your experience with us.

Please read and sign the Volunteer Agreement Sheet and hand it back to the school office.

You will receive a copy of the School's Volunteer Policy

Please confirm

- ✓ I have received a copy of the School's Volunteer Policy
- ✓ I have read and understand the safeguarding guidance as found in the Safeguarding in Education Induction Leaflet (LCC), the in-house safeguarding guidance and 1st Aid & Medicines guidance
- ✓ I agree to support the School Aims
- ✓ I agree to treat information I learn from being a Volunteer in school as confidential, not to discuss or disclose, this includes social network sites
- ✓ I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a Volunteer if required (If you hold a current Leicestershire DBS certificate, please hand it into school and the number will be recorded and checks made with the issuing body)

Signed

Name.....

Date.....

APPENDIX 3

Off – site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside of their usual experiences. We are pleased that you have come forwards as a Volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer helper

- ✓ To be responsible and look after, in equal measures, all of the children in your group
- ✓ To stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- ✓ To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- ✓ To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting form transportation or following speakers for the trip
- ✓ To contact your child's Class teacher/member of staff if there are any issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect Volunteer helpers to:

- ✓ Comply with all of the above whilst being under the direct line management of school staff
- ✓ Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- ✓ Follow guidance from the school staff

What is not permitted

- ✓ Volunteer helpers are not allowed to bring additional siblings on the school trip
- ✓ Volunteer helpers are not allowed to re-organise school visit groups
- ✓ Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices
- ✓ Volunteer helpers are not permitted to take photographs of children
- ✓ Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes are to be carried by members of staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party without prior arrangement, please telephone one of the members of staff on your contact list or telephone the school.

- ✓ I have read the Volunteer policy
- ✓ I agree to the terms and conditions as stated in the policy
- ✓ I will support the pupils in enjoying the trip and actively contribute to the smooth running of the occasion
- ✓ I will treat any information I may hear about pupils or members of staff as confidential and will not discuss it out of school or on any social media network website

Signed.....

Name.....

Date.....

Appendix 4

Extra-Curricular Activities - Guidance for Leaders

- *Ensure copies of all permission slips are kept
- *Children with medical conditions are known and highlighted on register
- * Each leader should ensure they know where relevant medication is kept and the whereabouts of a first aider
- *Keep an attendance register of all children for each session and return to the school office at the end of the session
- *Ensure all children are directly supervised at the beginning, during and at the end of each session
- *Ensure all children are directly supervised until every child has either been collected or begun to walk home (if parent/carer has given signed permission)
- *Children should be reminded of code of conduct in keeping with the School Aims:

‘We are all of equal worth

I will do my best and do my best for you

If you need me, I will be there for you

We take pride in each other’s achievements

because we live, learn and succeed as one body.’

- *If any child continually disrupts the group (i.e. preventing learning/enjoyment of others), Mr Fellows should be made aware and parents should be contacted.
- *Repeated/significant poor behaviour will result in exclusion from the group

I have read and understood the above and I agree to adhere to these expectations.

Signed..... Date.....