

# Lympstone C of E Primary School

## Volunteers in School Policy

Version	Review frequency	Approved by	Date approved	Date of next review
1.0	3 years	Personnel Committee	Dec 09	Dec 12
2.0	3 years	Personnel Committee	Jan 13	Jan 16

### Purpose

There are four main purposes to this policy:-

- To enable the opportunities for children to be enriched both within the curriculum and the extended school.
- To establish expectations for both staff and volunteers.
- To promote continuity and coherence across the school.
- To state the school's approaches to volunteers in school in order to promote public, and particularly parent's and carers' understanding of the curriculum.

### Introduction

#### The Importance of Volunteers in Schools

The value of well-deployed volunteers in schools is widely recognised. Volunteers are a welcome resource in helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants. Lympstone C of E Primary School recognises that there is no doubt that the school as a whole benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the School on a voluntary basis. Volunteers in school provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

Volunteers in school will be deployed appropriately and will not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

#### How volunteers contribute to the aims of the school

Lympstone C of E Primary School aims to:

- Celebrate the diversity of skills, knowledge and expertise within our school and wider community.
- Enrich the opportunities within the curriculum through inviting volunteers into school to support, advise and inform both staff and children.
- Provide regular support to children and the classroom.

- Provide opportunities to the children to gain first-hand insight into areas of knowledge, understanding and experience not available from other staff, for example from discussion with a volunteer of a particular faith or religion within an RE unit of work, or a volunteer who has lived in a country being studied within a Geography unit of work.

## **Guidelines**

### **Deployment of Volunteers**

All volunteers at Lypstone C of E Primary School will be made to feel welcome. The parameters of their role within the School will be clearly defined from the outset in order to avoid the possibility of misunderstanding. The school will provide volunteers with a code of conduct.

During visits to the School, or visits elsewhere with the School, each volunteer will be designated a particular member of staff to whom he / she will be directly responsible. Although the Headteacher retains overall responsibility for volunteers in school, this would usually be the member of staff making the arrangements. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility.

All volunteers to Lypstone C of E Primary School will be made aware of the following as appropriate:

- Volunteers at Lypstone C of E Primary School will not have unsupervised access to children.
- Location of toilets and staffroom and invitation to tea/ coffee facilities.
- Location of areas in which they will be working.
- Fire-alarm procedures.
- Expectations with regard to confidentiality.
- Access to information, as necessary, in relation to staff and pupils.
- Expected level of behaviour and an awareness of professional codes of conduct.
- The school's Equal Opportunities, and Volunteers in School Policies along with other Policies and practices as appropriate to the visit.
- The School's Complaints Procedure.
- The School's Disciplinary Procedure.

Volunteers will not be asked to carry out duties which:

- Fall normally within a Teacher's responsibility under *loco parentis*.
- Fall normally within the job description of a Teacher or Teaching Assistant, i.e. covering for absence.
- Would normally be performed by a contractor engaged by the Local Education Authority or the School.

It is noted that the Class Teacher remains responsible for the organisation of the class and methods of work.

## **Child Protection**

The law requires checks to be made on anyone with responsibilities in a School which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers) (Amendment) Regulation 1998 this now includes volunteers who regularly help:

- in the classroom;
- in extra curricular activities;
- supervise pupils on School organised holidays or residential visits

Volunteers will be asked to complete a Criminal Records Bureau Disclosure Application Form. The School will submit this to the CRB to enable a check to be made against the DFES List 99 and the LEA's own discreditor records before commencing duties.

**Important: it is the Headteacher's responsibility to ensure that volunteers have appropriate access to children and that they have undergone the required checks.**

The Headteacher will take all reasonable steps to confirm the identity of the person volunteering. The Administrators will view at least one original document from the list below, together with a utility bill showing the volunteer's address:

- Birth Certificate;
- Marriage Certificate;
- Passport;
- Driver's Licence.

The above regulations do not apply to volunteers such as those who help organise and run fetes or who may assist the school activities on an irregular or ad hoc basis but should apply to Volunteers who drive children in cars or minibuses. However, if the Headteacher is unclear about the position in respect of a Volunteer, he/she will seek further advice from the School's Link Personnel Officer.

## **Insurance**

Volunteers will be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance will be explained carefully to Volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property. Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) should be made aware of the school policy and advised to check with their own car insurance company to ensure that they do not contravene their insurance policy conditions.

## **Allowances**

Although there is no obligation to make financial reimbursement to volunteers; it is

sometimes appropriate, in exceptional circumstances, to consider paying out-of-pocket expenses connected with the tasks they undertake for the school.

### **Extension or extra curricular opportunities**

Medium Term Planning may identify opportunities for visits and fieldwork as appropriate to the unit of work. The planning of such activities will be in line with school policy and practice and will be discussed with the head teacher before firm plans are made. Such visits may include and involve volunteers.

### **Inclusion**

Lympstone C of E Primary School recognises that there will be times when the School requests the support of a volunteer for whom particular arrangements are necessary. The School operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis. Offers of help will be accepted purely because they fit the needs identified for the specific group of children and enhance and support what is on offer at the school both within and in addition to the curriculum.

### **Health and Safety**

Safe practice must be promoted at all times. The school has a Health and Safety policy and maintains records of Risk Assessment. All volunteers will have their attention drawn to identified risks, the teacher will explain to the volunteer the risk and any specific actions which should or should not be taken by the volunteer.