



Policy for volunteering in school

March 2017

Volunteers are welcomed across the Federation and we positively encourage members of the local community to become involved in the work of the schools. Volunteers bring a breadth of knowledge and experience that enhance the learning opportunities of all the children.

Our volunteers include:

- Members of the governing body
- Parents
- Members of the local community
- Students (work experience)
- University Students on teaching practise
- Reading Friends

The types of activities that volunteers become involved in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities
- Giving talks and demonstrations
- Accompanying school visits
- Assisting with administration tasks such as photocopying

How to become a volunteer

Anyone wishing to volunteer at school, be it on a one off (eg visit) or regular basis (eg working in class), should approach the Headteacher, Deputy Headteacher, or Assistant Headteacher directly so requirements, availability, timings etc. can be discussed.

If volunteers are not known to the school, or are not undertaking a course through an educational institution, references for their suitability to work with children will be required.

Before starting to help in school all volunteers should be given a copy of this policy and asked to sign to confirm they have received it.

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Supervision

All volunteers work under the supervision of the class teacher of the class which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and activities undertaken.

Volunteers should be given clear guidance from the teacher as to how an activity is carried out and what the outcome should be. Volunteers are encouraged to seek further clarification guidance regarding a query with a task or with a child's behaviour.

If a child requires first aid, comforting, or escorting to the bathroom, it is important that volunteers refer them to a staff member and do not perform the task independently.

Signing in

Volunteers at the school are required to sign in the Visitor's book outside the office on entry and exit. Volunteers are requested to wear a Visitor's badge.

Health and safety

Class teachers will ensure that all volunteers are aware of fire evacuation procedures and about any safety aspects associated with classroom activities or individual children. They will also ensure volunteers know who the first aiders in school are. If volunteers have any concerns regarding potential hazards they should report them to a senior member of staff.

Volunteers should make themselves familiar with the health and safety policy which is available on each school website. Any risk assessments which are pertinent to the role of the volunteer will be shared with them by staff.

Safeguarding of children

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

- All volunteers are given a copy of the volunteering in school policy and asked to sign that they have received it.
- All volunteers who work in school on a regular basis will be DBS checked. A certificate is issued to the individual to produce in school.

If you have any concerns or queries regarding child protection please discuss them immediately with the Headteacher or Assistant Headteacher, who are the Designated Safeguarding Leads.

All volunteers should read the safeguarding policy and whistle blowing policy which are available on each school's website and updated annually.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with should be voiced with the Class teacher/Headteacher and not with the parents/persons outside of the staff team. Comments regarding children's /staff behaviour can be highly sensitive, and if taken out of context can cause distress to parents if they hear such issues through a third party rather than directly through school.

Similarly, volunteers should discourage children from sharing detailed information about their home life. If a child discloses something which causes the volunteer concern this should be reported immediately to the Designated Safeguarding Lead.

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Volunteers are reminded that they do not have permission to take photographs of any children whilst volunteering in school, including their own children. If staff wish photographs to be taken they will provide school equipment. Under no circumstances should volunteers be using their own devices to photograph or record children.

Volunteers are also reminded that they should not be sharing events in school on social media or with any other party outside school.

Contact details

Volunteers will be asked to provide contact details and a next of kin in case of any emergency. Volunteers should share any medical needs with the Headteacher.

Concerns or complaints

The Headteacher reserves the right to take the following action in the unlikely event that there is a concern or complaint regarding a volunteer in school:

- To speak with the volunteer if the policy has not been adhered to and seek reassurance that the school policy for volunteers will be followed in future.
- Offer an alternative placement in another class/school if appropriate.
- Inform the volunteer that the school no longer wishes them to work in school. The full complaints procedure is available in the Complaints Policy.

Volunteer name

Date

Signed