



## Volunteers Policy

### **Rationale:**

The school's volunteer policy is part of the school's safeguarding systems. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers in our school.

### **Aims:**

Whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims:

- Create a stimulating and inclusive learning environment which ensures each child achieves their full potential.
- Ensure that every child receives a broad and balanced education of the highest standard.
- Maintain a safe, caring, happy community where every child matters.
- Encourage respect for each other and for the environment.
- Create self-motivating, self-disciplined, independent thinkers.
- Nurture the spiritual, moral, social, emotional and physical wellbeing of each individual for life.
- Work in partnership with families to create an open and welcoming school.
- Foster a sense of awe and wonder and develop our natural curiosity.
- Equip children with the fundamental skills to enjoy and achieve in life.

### **Broad Guidelines**

#### Our Volunteers include:

- Members of the Governing Body
- Family members of the children at school
- Students on work experience
- University teacher training students
- Local residents
- Parents, Family and Friends Association
- External Agency Staff

#### The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- After-school clubs e.g. drama, art, sports etc.
- School discos
- Accompanying school visits

### 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, should approach the office staff/class teachers in the first instance.

Volunteers will be asked to complete the Volunteer Information Form (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers will be asked to 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.

In the interest of Safeguarding and Child Protection, the school will carry out Disclosure and Barring Service checks (DBS) for before they are permitted to work in school.

### 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 children's family members outside of school.

If a child makes a comment that gives rise to concerns then the designated person Mrs Jenny Melling, Executive Headteacher or Mrs Alice Leadbitter, Deputy Head must be informed.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to a child's family 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 class teacher, Headteacher or Deputy Headteacher.

### 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 must be supervised at all times.

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 alarm evacuation) and about any safety

aspects associated with a particular task (e.g. using 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.

### Safeguarding & Child Protection

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)
- To ensure the safety of our pupils at all times, all of our Volunteers, who have regular contact with pupils, must have been cleared by the DBS). A certificate is issued to the individual to produce in school.
- Those volunteers who support school trips must also read and sign our Off-site visit agreement (Appendix 3).

### Complaints

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

Any complaints made by a Volunteer will be referred to the Executive Headteacher / Deputy Headteacher.

The Executive 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 this 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 full Complaints Policy can be made available from the school office.

**Written/amended: April 2017**

**Next review date: April 2020**

## APPENDIX 1

### Volunteer Information Form

I would like to help in a classroom on a weekly basis on

\_\_\_\_\_ mornings

\_\_\_\_\_ afternoons

To offer the following craft/sports/music skills

Other: \_\_\_\_\_

### OR

To lead a group activity organised by the teacher

### OR

To help with School Trips

I have completed a DBS form via school

I need to complete a DBS form

Please give a brief outline of your motivation for volunteering.

I would like to volunteer in school because:

Name: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ Class: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 2**

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Central Street Infant & Nursery School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and handed it in at school.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I will be required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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 their usual experiences. We are pleased that you have come forward 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, and 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 measure, 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 from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### Working alongside school staff we 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 to 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 any children.
- Volunteer helpers should avoid using personal mobile phones during the trip unless in an emergency and as directed by the Class Teacher
- Volunteer helpers are not allowed to give/buy their group treats e.g., icecreams, biscuits, sweets – before, during or after the school trip.

### First Aid & emergencies

- Only qualified staff are allowed to administer first aid treatment.
- 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 own 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 box(es) will be carried by staff.
- 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, 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 young people in enjoying the trip and actively contribute to the smooth running of the occasion.
- I will treat any information I may hear about children as confidential and will not discuss it out of school.

Name: \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_