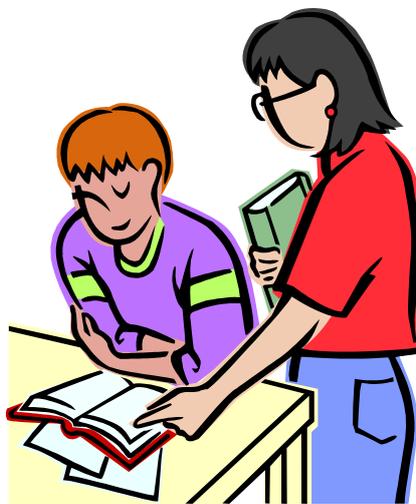


Saltersgate Junior School



Volunteer Policy

PERSONS RESPONSIBLE FOR POLICY:

MRS M E OXER: HEADTEACHER
Mrs A Webber: CHAIR OF GOVERNORS

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summery of Changes
08/03/10	New Edition			New Edition
04/04/11	1	08/03/10	New Edition	None
12/02/13	2	04/04/11	1	Minor Changes
Spring 2015	3	12/02/13	2	None
Spring 2018	4	Spring 2015	4	Governor Change

Introduction

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 from the local community.

Our Volunteers include:

- members of the Governing Body
- parents of pupils
- ex-pupils
- university students referred to us by Student Volunteer Services
- ex-members of staff
- local residents
- PTA

The types of activities that Volunteers are engaged in include:

- hearing children read
- working with small groups of children
- working alongside individual children
- undertaking art & craft activities with children
- running after-school clubs eg football
- working with children on the computers
- 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, eg hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Volunteers should complete the *Volunteer Information Sheet* (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 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.

Our School Vision

All adults who work in our school, whether paid members of staff or volunteers, are expected to work and behave in such a way as to actively promote our school vision.

Our vision is to provide a high quality education where high expectations, inclusive approaches and excellent teaching and learning form the basis of all our work. Our children will be encouraged to have a positive attitude to learning and achieve their full potential. We will create a culture of achievement for all.

We are committed to providing stimulating learning activities that will ensure our children leave Saltersgate with the skills and knowledge that will prepare them for life-long learning. We will do this by fostering a love for learning, self confidence and respect for others, while we work in partnership with parents and the local community.

This vision is underpinned by the following aims and values.

Aims

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

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/persons outside school. 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 Headteacher or Deputy Headteacher.

Supervision

All Volunteers work under the supervision of the Class Teacher or Group Leader 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 and Safety

The school has a Health and Safety Policy and this is made available to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg 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.

Dress Code

Dress and appearance are matters of personal choice and self expression. However, volunteers should consider the manner of dress and appearance appropriate to their role, which may be different to that adopted in their personal life. Volunteers should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Refreshments

Refreshments are available for all volunteers at break times. All volunteers should help themselves to drinks from the supplies in the staffroom at the beginning of each break. As the staffroom is used for teaching and support staff at break times, which may lead to conversations of a sensitive or confidential nature, we request that once volunteers have made their drink that they sit in the meeting room adjacent to the hall during this time. All crockery should be returned to the staffroom at the end of each break.

Fire Evacuation Procedures

The fire alarm is a siren emitting a distinctive sound. It does not use the same system as the school bells that indicate lesson change times.

Leaving the classroom

- a) If on the ground floor, leave with your class immediately in a quiet and orderly manner by the fire door - do not collect belongings.
If on the first floor, leave via the staircase and exit through the door into the bottom playground.
- b) If possible make sure windows and doors are shut and lights switched off.
- c) If in any other areas of school, leave the building by the nearest safe exit.
- d) Pupils should not be running nor should they be making unnecessary noise.

Assembly areas

Assembling on the bottom playground

- a) Stand with the class you are working with
- b) The office staff will check all visiting staff are present using the signing in book.
- c) Stay with the form until further instructions are received.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2 for unsupervised)(Appendix 3 for supervised).
- To ensure the safety of our pupils at all times, all of our Volunteers who may be left unsupervised with children must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity eg helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 4).

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher 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 this will not happen again.
- Offer an alternative placement for a Volunteer, eg helping with another activity or in another class.

- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out in the Complaints Policy.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DCSF or LA.

Appendix 1

(To be completed in all cases)

Volunteer Information – for new volunteers

Name of Volunteer:

Date of birth:

Other names known by (including maiden name):

Address:

Telephone:

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

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when working as a Volunteer in school? (*Please give details.*)

Please indicate the days/times you are available to help in school?

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

Please hand it to the Headteacher/Deputy Headteacher.

Your offer of help is appreciated and we will be in touch shortly.

Appendix 2

(To be completed only if volunteer has unsupervised access to children)

Volunteer Agreement

Thank you for offering your services as a Volunteer at Saltersgate Junior 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 hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy.
- I agree to support the school's aims and core values.
- I agree to treat information I learn from being a Volunteer in school as confidential.
- I have read and received a copy of the Health & Safety, Safeguarding, Code of Conduct for Working with Children and Social Media policies.
- I understand that I am required to undergo a Disclosure and Barring check to advise the school of my suitability as a Volunteer.

If you already have a DBS certificate please hand it to the school and a note of the document number will be made for the school records.

Name: _____

Signed: _____

Date: _____

Appendix 3

(To be completed for volunteers who have supervised access to children)

Volunteer Agreement

Thank you for offering your services as a Volunteer at Saltersgate Junior 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 hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy.
- I agree to support the school's aims and core values.
- I agree to treat information I learn from being a Volunteer in school as confidential.
- I have read and received a copy of the Health & Safety, Safeguarding, Code of Conduct for Working with Children and Social Media policies.
- I understand that I am not required to undergo a Disclosure and Barring check as I will always be supervised by a member of staff within a class environment.

If you have a DBS certificate from other volunteer work for example please hand it to the school and a note of the document number will be made for the school records.

Name: _____

Signed: _____

Date: _____

Appendix 4

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 sign this appendix and return to the school.

This is part of our school's risk assessment planning.

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 together and 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

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 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 children.
- Volunteer helpers are not allowed to give/buy their group treats eg ice-creams, biscuits, sweets – before, during or after the school trip without permission from the Group Leader.

First Aid

There will be at least one qualified first aider on each visit. You will be informed if any child in your group has medication/needs. All medicines and first aid box(es) will be carried by staff. If medicine needs to be administered this will be done by a member of staff. If there are any first aid/medical issues, however small, the Group Leader must be informed.

Emergencies

In the case of an emergency 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 have read and received a copy of the Health & Safety, Safeguarding, Code of Conduct for Working with Children and Social Media policies.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Name: _____

Signed: _____

Date: _____