



# **Volunteer Policy**

Review Date: February 2018  
Next due for Review: February 2020

## **1. Introduction**

Volunteers at Thursfield Primary School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

## **2. 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 children read, should approach the school directly to discuss their availability and their skills.

## **3. Volunteer Induction**

All volunteers in school will receive an induction from the Headteacher, who manages volunteers in school and student placements in school. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

## **4. 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.

## **5. 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.

## **6. Health & Safety**

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Induction will 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. accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher.

## **7. 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.
- To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS that the school has requested.
- All volunteers are given a copy of the staff code of conduct and the safeguarding policy, the preventing extremism and radicalisation safeguarding policy and the keeping children safe in education part 1 which must be signed when read.

## **8. Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher. The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.

## **9. Code of Conduct**

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers (Appendix 1).

## Thursfield Primary School Code of Conduct for all Volunteers

### Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

### 1. General Requirements

As a Volunteer of the school, you must:

- Attend your placement;
- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable management instructions (from members of the Senior Management Team, Leadership Team), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own and at all times uphold British values.
- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the vest interests of a particular child;
- Ensure that reports are based on factual and objective information.

### 3. **With Colleagues**

- Exercise the duty of care to all colleagues – for their physical and emotional health and wellbeing;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;

### 4. **With the Wider Community**

- Promote a good working relationship with parents/carers, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

### 5. **Social Networking Sites**

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

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

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

