

The Federation of **St. George's** with OUR LADY AND SAINT PETER RC PRIMARY SCHOOL

School Volunteer Policy

The aim of this policy is to;

- Provide parents, staff and volunteers with clear expectations, induction and guidelines to equip them for working in a school
- Encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion
- Ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures

Introduction

We want our schools to be open and welcoming to all who would like to support the children. We encourage parents and other adults to help teachers in a variety of ways such as ICT, art, and especially reading, usually working with individuals or small groups. Adult volunteers often help with educational visits outside school or become involved with the work of FRIENDS. Our overriding concern is for the safety of the children in our care. This document sets out our schools' policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

Signing in

When helpers arrive in the school they must sign in at the reception. They will be given a visitor's badge, which must be worn at all times. They must sign out at the time of leaving, returning their visitor's badge before they leave. This is important in the event of an emergency so that all visitors and staff can be accounted for.

DBS

Our Lady & St Peter RC Primary School & St George's RC Primary School are committed to safeguarding and promoting the welfare of children and young people and expects that all employees and volunteers share this commitment. The suitability of all prospective employees and volunteers will be assessed by the head-teachers in-line with this commitment as part of an informal interview. The head teachers have the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

All volunteers will need a Disclosure and Barring Service (DBS) check to be carried out and a copy provided to the school prior to commencement of duties. Forms and assistance are provided by the school office. Please be assured that all information will be treated in the strictest confidence.

Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is most need for support. Parent volunteers should be aware that they will not be able to work in their child's class as this is not beneficial to the child or the teacher. This is entirely at the head teacher's discretion.

Becoming a Volunteer in School

All volunteers will be asked to attend an induction meeting which will cover the following topics;

- Confidentiality
- Safeguarding
- Child Protection
- Health & Safety
- Fire

Confidentiality

It is imperative that all staff, parent volunteers and other adults working in the school adhere to a policy of confidentiality. Whilst in school, you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child. It is vital that you do not share anything about specific children with friends or family or a child's parent. The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers conduct their activities on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you have any concerns about a child, please speak to the class teacher as soon as possible in an appropriate setting, maintaining confidentiality.

Volunteers are asked to sign a 'Volunteer in School Protocol' (see appendix)

Safeguarding concerns about a child must be shared immediately with one of the designated officers as soon as possible following a disclosure.

The designated safeguarding leads are Mrs Parr, Mrs Spencer and Mrs Stone.

Guidelines for Supporting Children in school

- It is vital to encourage children to talk about what they are doing to support them with vocabulary
- There is no rush, we give children plenty of opportunity to complete a task and it may need returning to them
- Always encourage children to do things for themselves. It is important that they become independent and although some children may need help and supervision, the end result should be their own work.
- When playing games, please encourage the idea of taking turns, sharing and becoming a good loser
- It is important that all children are given equal time and attention
- Do not carry, lift or move a child in any way

Housekeeping

We would be most grateful if mobile phones were switched off during class time.

All staff provide their own tea/coffee/milk, drinks can be made in the staff room but volunteers should not remain in the staff room during break times. Please do not take hot drinks out the staff room without a lidded cup.

The photocopier is in the staff room and a copier fob is available in each class.

Please do not administer first aid to children whilst you are volunteering in school. The medical room is located opposite the school office and is monitored by staff with paediatric first aid certificates.

If the fire alarm sounds, please vacate the premises using the nearest exit – please familiarise yourself with the fire exits in advance. All staff and children congregate on the playground.

If you are unable to attend school, please ring the school reception or leave an answerphone message.

Appendix 1

School Volunteer Request Form

Volunteer Name: _____

Address: _____

Telephone Number: _____

Email address: _____

Please provide name and class of child(ren) in school who you are related to:

Have you read the School Volunteer Policy? _____

Do you have a current DBS certificate? _____

Please indicate any specific skills/strengths

Are there any activities that you are unable to support? (Please provide details) _____

When are you available to support in school? (Days and times) _____

Appendix 2

VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... Date:

Class Teacher/Volunteer Co-ordinator/Headteacher

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteachers prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed:.....

Date:

Appendix 3

Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head teachers on return from the trip.

Appendix 4

What does 'sharing books with children' mean?

A few quick pointers to help you when you are asked to read or share a book with a child:

- The teacher will indicate whether you should read to the child or the child should read to you. If this is not clear, ask.
- If the child appears 'stuck', tell them gently to use their phonics and 'sound it out' or encourage a sensible guess based on what has already been read or look at the illustrations for clues, and if all else fails, tell them the word. Quite often a lack of confidence will inhibit them from making an attempt and this is what we all try to build up when we hear children read- the idea that taking a risk, even if wrong, will teach us something.
- Encourage the child to predict what might happen next and discuss how they feel about the story and characters.
- Make the experience an enjoyable one, sharing your love of books with the child. This is a moment of quality time for you both.
- Please do not move the child onto another box from the reading scheme. If a child has Done particularly well in their reading, please be sure to share this with the class teacher. Equally, please let the teacher know if any problems.

Appendix 5

SAFEWARDING INCLUDING THE PREVENT DUTY

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure

- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

The school's designated officers for safeguarding are: Mrs Anne Parr and Mrs Angela Spencer (Co-Head teachers) and Mrs Amanda Stone (Assistant Head teacher)

The Prevent Duty

Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While East Riding of Yorkshire Council remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family member's views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views