



Harry Gosling Primary School Volunteer Policy 2018-19

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;
- Students on work experience;
- Ex-members of staff;
- Business Partners.

The types of activities that volunteers engage in include:

- Hearing children read;
- Working with small groups of children;
- Working alongside individual children;
- Undertaking art & craft activities with children;
- Accompanying school visits;
- Community projects.

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school vision, which includes the notions that:

- Our children are fit, happy, safe and well cared for, so they are able to succeed;
- Our children enjoy learning and are motivated and achieve high standards, in line with their potential, and with national expectations;
- Our children have a voice in the school community and learn to become responsible and effective citizens, who value diversity, equality and justice;
- Our children develop life skills that enable them to interact successfully with others, and achieve economic well-being;
- The school actively supports life-long learning for all members of its community.

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 Senior Leadership Team.

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.

Health & Safety

Class teachers and our volunteer co-ordinator must 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 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.

Child Protection/Safeguarding

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

- To ensure the safety of our pupils at all times, all of our volunteers working with our children on a regular basis, 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 and does not have a DBS, they will be under constant supervision from school staff. It is the individual's responsibility to bring in their valid DBS certificate. The school is unable to arrange for this to be done.

We operate a safer recruitment policy to ensure that our staff are suitable to work with children. See our 'Safer Recruitment Framework' for details.

The school researches any person/visitor who comes to school to present information directly to our pupils. We do not allow anyone to present information to the school community that is not in accordance with the schools ethos of encouraging tolerance and respecting diversity.

On entering the school building, all visitors are asked to sign in at the school office and, by doing so, they are agreeing to abide by the school ethos outlined above. Anyone who declines our request to sign in and agree to supporting this ethos will not be given access to our school community.

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 an issue 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.

All volunteers MUST read and sign the volunteer agreement below. A copy of these signed agreements will be kept on file in the office.



Volunteer agreement

It is essential that volunteers in school are familiar with school policies and agree to abide by them. Please go to our website (harrygoslingprimary.co.uk) and ensure that you have read the following policies:

Child Protection, Health and Safety, Equalities and Diversity, Whistleblowing, Prevent, Behaviour, SEN, Use of Photos, Acceptable Use of the Internet.

There are many other school policies on the website that you may like to read. Additional policies are stored on the school's computer system and can be made available to you on request.

As a volunteer at Harry Gosling Primary School,

..... *(insert full name)*, understand that:

- **I must adhere to the school's policies and ensure anti-discriminatory practice;**
- **I will have due regard for safeguarding and promoting the welfare of children and young people. I will follow the child protection procedures adopted by the school and the local authority;**
- **All student and staff information is confidential. I will not use any school information for purposes outside the school (for example: research projects). I agree not to access, review, disclose or use confidential student or staff information without specific authorisation from the Head Teacher. I also understand that, even when I am no longer a volunteer with Harry Gosling Primary School, any confidential information I have learned must continue to be kept confidential.**
- **I will behave in a professional manner at all times;**
- **Any breach of these requirements will result in my immediate termination as a volunteer and may result in legal action against me. My authorisation to serve as a volunteer may be terminated at the discretion of the Head Teacher at any time.**

I have read, understand, and agree to the information presented above. I will follow the policies and procedures of Harry Gosling Primary School:

Signed.....

Date.....

Once you have read the policies listed above and signed this agreement, please return it to school so that it can be kept on file.