

Volunteers Working in School Policy



The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils 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
- Students on work experience
- University students
- Ex-member of staff
- 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
- 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 will need to contact Mr G Hall, Deputy Headteacher. Volunteers will be asked to 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.

The school will seek CRB clearance for any volunteer before they come into school to protect the staff and children.

Our School Aims

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 aims and values.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a life-long learning process
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

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. If it is a comment which a child makes which gives rise to concerns then the designated person, Mr G Hall, Deputy Headteacher, should be informed directly.

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 the 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 should have clear guidance from the Class 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 Class Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

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 our Volunteers must have been cleared by the Criminal Records Bureau (CRB). 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 their volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our Off-site visit agreement (Appendix 3)

Complaints Procedure

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

The Deputy Headteacher reserves the right to take the following action:

- To speak to the 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 available from the Deputy Headteacher.

Name:

Signed:

Date:

Governor:

Signed:

Date: