

VOLUNTEER POLICY

Introduction

Volunteers at Greatstone Primary 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
- Students on work experience
- University students
- Ex-members 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
- Undertaking art & craft activities with children
- Running after-school clubs
- 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, e.g. hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix V1), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

The Aims of Greatstone Primary School

- To educate every child to the best of their individual ability in a friendly, caring environment where self-discipline, tolerance, respect for others, independence, pride and responsibility are expected and continually encouraged.
- To instil in each child a willingness to learn and the understanding of how to learn.
- To prepare each child to be an honest, caring, tolerant member of society.

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 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

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers 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

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 V1)
- To ensure the safety of our pupils at all times, all of 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 e.g. 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 V2).

Any volunteer who has a concern for a child or young person however insignificant this might appear to be should discuss this with the Class Teacher of the class to which they are assigned or the Designated Child Protection Coordinator (Headteacher) as soon as is practically possible.

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, e.g. 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 School Office.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed seasonally and updated in the light of new guidance from either the DfE or LEA.

APPENDIX V1

Volunteer Agreement

Thank you for offering your services as a volunteer at Greatstone Primary School. Your offer of help is much appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it to the School office. You will receive a copy for your records.

- I have received a copy of the Schools Volunteer Policy
- I agree to support the School's Aims
- I agree to treat the information I learn from being a volunteer in School as CONFIDENTIAL
- I understand that I am required to undergo a Criminal Record Bureau check to advise the School of the my suitability as a volunteer.

If you already have a CRB Certificate, please hand it to the School Office to enable details to be added to the Single Central Register

Signed: _____

Name: _____

Date: _____

APPENDIX V2

Off –Site Visit Volunteer Agreement

School trips are an integral part of learning at Greatstone Primary 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 agreement and return to the School Office. This is part of the 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 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 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 a teacher/member of staff if there are issues with first aid, safety 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 may not bring additional siblings on the school trip
- Volunteer helpers may not reorganize school visit groups
- Volunteer helpers may not smoke, drink or engage in any illegal practices
- Volunteer helpers may not give/buy their group treats e.g. ice creams, sweets etc before, during or after the trip

First Aid

For each class on the school visit there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff

Emergencies

You are expected to inform a member of staff as soon as possible if an emergency arises. If you become separated from the rest of the party, please telephone one of the members of staff on your risk assessment or telephone the School.

- I have read the Off-Site Volunteer Agreement
- I agree to the terms and conditions stated in the Agreement
- I will support the pupils in enjoying the trip and actively contribute to the smooth running of the occasion

Signed: _____

Name: _____

Date: _____