

Inmans Primary School

Volunteer Policy

Introduction

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

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities for pupils. The Board of Governors and staff members therefore welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body;
- Parents and other family members of Pupils;
- Students on work placement;
- Ex members of staff;
- Local residents;
- Friends of Inmans School.

The types of activities that volunteers may engage in on behalf of the school include:

- Listening to pupils read;
- Working with small groups of pupils to assist them in their learning;
- Working alongside individual pupils; as an additional tutor to the teacher giving one to one tuition;
- Accompanying school visits.

Our School Aims

All adults and young persons who work and/or volunteer in our school whether paid or not are expected to work and behave in such a way as to actively promote our school and educational purpose.

Becoming a Volunteer

Anyone wanting to become a volunteer for Inmans Primary School should contact the school office in the first instance. It is the school's decision to take on volunteers and this will depend on the time of year and the number of volunteers we already have in school. The school reserve the right to dismiss volunteers at any time.

Volunteers will not be allowed to choose where they are placed within the school.

Volunteers/Students will not be allowed to work with their own children, family members and/or siblings.

All volunteers will be required to have a DBS check and complete an Emergency Contact and two Personal Reference Forms.

Volunteers will be given a copy of the volunteer handbook including safeguarding information and given a full school induction prior to them being placed in a classroom.

Any volunteer who would like a placement in school to support learning via a college course eg NVQ course, will be subject to the same volunteer checks and placements in school.

Safeguarding

Safeguarding is a priority and at Inmans Primary School we follow the safer recruitment guidelines to ensure we are committed to safeguarding pupils, we expect Volunteers and Students to share that commitment. The process of admitting volunteers/students should mirror the safer recruitment of paid members of staff.

Long term volunteers will be requested to complete an online safeguarding course.

Mobile Phones and other smart devices

Please read the Schools Mobile Phone Policy on the school website or ask for a copy at the school office, the following is an insert from the policy only.

Personal Mobiles – Staff / Visitors / Volunteers

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff have a password or securely protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher / Chair of Governor in line with the KCSIE guidance.

Confidentiality

Volunteers/Students in school are bound by a code of confidentiality. Any concerns that a volunteer/Student may have about pupils they work with / come into contact with should be voiced with the designated supervisor, senior leadership team or Headteacher.

Volunteers that are concerned about anything in the school, which may affect their work or work of others should raise the matter with an appropriate member of staff. A copy of the whistleblowing policy will also be given as part of the Volunteers Handbook.

Health & Safety

The school has a Health and Safety Policy which is made available to all Volunteers and Students. An appropriate member of staff will ensure volunteers are clear about emergency procedures (e.g. fire alarm) and about any other safety aspects associated with particular tasks.

Volunteers/Students are covered by Health & Safety and Public Liability and Indemnity Insurance.

Volunteers/Students should report accidents or near misses as any other member of staff would and complete the relevant forms.

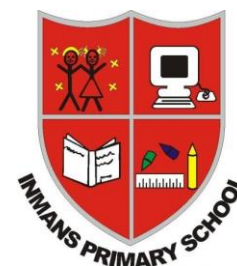
Inmans Primary School is strictly a no smoking site and this includes the use of e-cigarettes and vaping.

Complaints

Any complaints raised must follow the schools complaints procedure policy available on line on the school website or upon request from the school office.

Inmans Primary School

Information Pack for Volunteers



Name: _____

Role in school: Volunteer/ governor / other (Please state) _____

Date of induction: _____

Induction tutor: _____

Job title of induction tutor: _____

Contents:

- Introduction
- Equal Opportunities
- Child Protection Procedures
- Behaviour Policy
- Basic First Aid
- Health and Safety
- Key Procedures
- Induction and Orientation

Introduction

Inmans Primary School staff and governors welcome you. We believe that the following guidance will help to clarify your role and let you know about school procedures. It is important that these guidelines are followed faithfully to keep everyone safe. Failure to adhere to the guidelines would jeopardise our relationship and may lead to a termination of duties.

Equal Opportunities

Our approach to promoting equality: The overall objective of the school's Equality Policy is to eliminate unlawful discrimination and harassment, to promote equality of opportunity and to promote good relations and positive attitudes between people of diverse backgrounds in all its activities. The school seeks to ensure that no member of the school community or any other person through their contact with the school receives less favourable treatment on any grounds which cannot be shown to be justified. This covers race, colour, nationality, ethnic or national origin, religion or belief, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, gender reassignment, age, trade union or political activities,

where the person lives, their socio economic background or any spent convictions that would not affect their ability to work with children. The principles of this policy apply to all members of the extended school community – pupils, staff, governors, parents and community members.

Child Protection Procedures

Inmans Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers and other adults working with children to share this commitment. Any volunteer wishing to work in school will be required to have an enhanced DBS check. Your organisation will be asked to provide a declaration that the correct checks have been made and there is no trace information returned on the disclosure. You will also have to provide proof of your identity, right to work in the UK (both provided via a photocard driver's licence or passport), proof of address and qualifications. These checks will have to be passed before you start working with the children. Paper copies of the information that you provide will be filed in a locked filing cabinet in the main office as well as certain elements being recorded on our electronic Single Central Record. Should you wish to see this, please ask the Headteacher. You have a vital role in helping to foster good relationships, and supporting the development of children through your work, and your positive interactions with them. Therefore, your conduct should be caring, but professional. Always use appropriate language and behaviour.

In addition to this your main duty of care lies in following these procedures.

You must:

- Report any concerns about children to the Designated Person for Child Protection, Sue Fellows.
- In her absence you should report to Tracy Faulkner (Assistant Head).
- **Do not** divulge this information to a third party.
- For your own safety and protection please do not undertake any personal care of the children (e.g. help with toileting or first aid). Please refer the children immediately to a member of staff. You may send the child with a friend to find a member of staff, or if they are unable to move send a child to find a member of staff. If you are trained to administer first aid you may do so if by failing to act the child's well-being is put at greater risk. Most accidents are not emergencies and should be dealt with through school staff.

Behaviour Policy

At Inmans Primary School we aim to create a happy, caring atmosphere for our children in which effective and enjoyable learning can take place. We expect our children to behave in a polite and thoughtful manner to all members of the school community.

You need:

- To remember that the best way to ensure good behaviour is to be a good role-model for the children and to develop positive relationships with them by being fair and listening to what they have to say.
- To remember not to jump to conclusions.
- To let the children know what your expectations of their behaviour is and ask them politely to stop if they step out of line.
- If this is unsuccessful in maintaining good behaviour, or you feel that the children are behaving in an inappropriate way towards you, report this to the class teacher.
- For your own safety and protection please do not initiate any other disciplinary action but always refer your concerns to a member of staff, preferably the class teacher.

Basic First Aid

Most of our staff are first aid trained. We also have several members of staff who have been trained as 'appointed persons' in first aid. A list of these members of staff can be found in the PPA room. Therefore, if there is a medical emergency, or a child requires first aid, please refer to a staff member for help. First aid kits, vomit bowls, plasters etc. are kept in all classrooms and the 'green drawers' outside the main hall.

We do have a very small number of children who experience a severe allergic reaction to certain foods. Allergy/medical needs lists are located in every classroom (in the green medical box), the main office, the staff room and the school kitchen. Some children have a health care plan, these are located in the child's classroom (in the green medical box), the main office and the staff room. Staff have been trained in how to deal with these children should they experience an allergic reaction. If you have any concerns please report them to a member of staff immediately.

Health and Safety

Everyone has a duty to be responsible for their own health and safety whilst at work and for the safety of others. Therefore, if you notice something that is unsafe (this could include, equipment, accommodation or practices), please report this to the school office.

Key Procedures

- **Injury Sustained Whilst at Work:** if you sustain an injury at work please report this to Claire or Jane in the main office. You will need to complete an accident form.
- **Racist Incidents:** These must be reported and recorded. They may involve use of racist language, name-calling or bullying. Report these to the Headteacher, Sue Fellows.
- **Fire:** If you hear the fire bell, please help the children to leave the building in a calm and orderly fashion. There will be no need to panic so the children should not run. Please take the children to their muster point and stay with them until given the all clear to return.
- **Dress Code:** You will be expected to dress smartly and modestly and in attire suitable to the workplace. Clothing and footwear must not present a health and safety risk. The following items of clothing are not generally considered suitable for work, unless

suitable for the role and they do not present a Health and Safety risk: overly tight, short or revealing clothes, clothing bearing inappropriate slogans/pictures, tracksuits, sports clothing, sweat shirts, jeans and trainers. An ID badge must be worn at all times.

- **Data Protection:** Personal information is sensitive and must be treated with complete confidentiality.
- **Confidentiality:** If you overhear/see any personal information through your volunteering, you must not divulge it to a third party.
- **Absence:** Please let us know as soon as possible if you are unable to attend, so that we can notify staff accordingly.
- **On arrival:** Always sign in to the visitors' book at the office when you arrive at the school. Don't forget to sign out as you leave.

Induction and orientation

You will be asked to spend some time going through these arrangements with a member of staff before you take up work in school. At this meeting the member of staff will discuss the contents of this information pack with you, and answer your questions.

Document/Policy/Practice	Copy provided / discussed (Please tick where appropriate)
Tour of the school	
Security as a general issue (including access)	
Name of mentor who will support you (Class teacher(s) you will be working with)	
Volunteer pack provided	
Review of the role	
Confidentiality	
Behaviour Policy	
The next section relates to child protection. I have been advised about:	
What we know	
The four categories of abuse	
Staff responsibilities in child protection	
What to do if a child tells me they are the victim of abuse	
The designated child protection officer is: Sue Fellows (Headteacher)	
In the Head's absence, Tracy Faulkner (Assistant Head) is the designated person	
The following policies are available on the school website. Please read them:	

- Whistle Blowing Policy
- Prevent Duty
- Inmans Primary School safeguarding and child protection policy
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings
- Keeping Children Safe in Education

Confidentiality: I understand that anything I observe, read or hear at Inmans Primary School about a particular child, group of pupils or member of staff will be held in confidence.

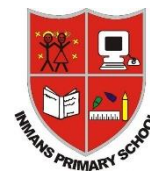
- I will not discuss any confidential personal information with anyone else outside the school setting. I will not communicate to others about children's actions or behaviour or educational progress.
- I have read and agree to abide by the above guidance, including the Safeguarding and Child Protection Policy, Prevent Training and Keeping Children Safe in Education.

Please print name, sign and date: _____



INMANS PRIMARY SCHOOL

Volunteer Contact Sheet



Surname:		Forenames:	
Date of Birth:			
Address:			
Postcode:		Mobile Telephone No.	
		Telephone Number (including code)	
Emergency Contacts			
Name		Address	
		Contact Telephone Numbers	
Name		Address	
		Contact Telephone Numbers	
Health (please note any relevant points which you feel we should be aware of)			
Name and contact telephone number of family doctor (in case of emergency)			
The information on this form is correct to the best of my knowledge.			
Signature..... Date			

