

# St Nicholas C of E Primary School

## Volunteers in School Policy

### Introduction

At St Nicholas C of E Primary School, volunteers are a really valued, powerful resource for helping to raise children's achievement, complementing the work of our teachers and Teaching Assistants. We feel that our school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences. The use of any volunteer, whether for one day or for a number of sessions over a longer period, is managed carefully taking account of the needs of the pupils and the staff to whom they are helping.

### Deployment

Volunteers are not asked to carry out duties which:-

- fall normally within a Teacher's responsibility under *loco parentis*;
- fall normally within the job description of a Teacher or member of support staff, ie they are not asked to cover the absence of staff from School;
- would normally be performed by a contractor engaged by the LEA or by the School;
- require them to have unsupervised access to children on a 1:1 basis;
- NB: the Class teacher remains responsible for the organisation of the class and methods of work.

### Organisation

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.

All volunteers should be made to feel welcome. The extent of their role within the school is clearly defined from the outset in order to avoid the possibility of misunderstanding.

As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them e.g. staff room, toilets etc.

### Code of Conduct

While helping in the school, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr, Ms or Mrs rather than by first names. To this end, volunteers will be issued with badges that identify them as visitors at St Nicholas C of E Primary School

As semi-professionals, volunteers at St Nicholas are expected to:

- **demonstrate their support for education and give their full attention to the task in hand.**  
For this reason volunteers should not bring children with them to school unless as part of the group with which they are working.
- **treat what they see and hear in school as confidential.**  
see below for more detailed information
- **arrive on time and be ready to start the agreed task.**  
We rely on volunteers to support much that is important in the life of the school and its children. It is important that volunteers are available for the duration of the task. If they must cancel, the volunteer is asked to call the office as soon as possible to allow time to find a replacement.
- **leave all matters of discipline to the teacher with responsibility.**  
Volunteers may address behaviour or safety issues if the teacher is temporarily unavailable. The volunteer should inform the teacher as soon as possible.

- **accept direction and supervision.**

Volunteers are not intended to take the place of staff but to provide assistance and enrichment. They should be consistent with the teacher in supporting the school's ethos and behaviour. Volunteers should, therefore, agree to operate under the direction of St Nicholas staff.

- **clearly communicate interests and expectations.**

- **present a positive role model.**

Volunteers should be patient, flexible, appreciative, respectful, and considerate, particularly in their dealings with children.

- **adhere to the school's health and safety policy.**

- **adhere to the school's pastoral care and child protection policies.**

Volunteers must not work in a room with the door closed and are asked to ensure that they work in a public area.

- **dress in a manner that is appropriate for professional working in a primary school.**

- **refrain from inappropriate language or topics of conversation.**

- **adhere to the school's non-smoking policy.**

- **switch off mobile phones inside the school building or any venue for an educational visit.**

Arrangements can be made to deal with any essential call.

### **Confidentiality**

Working with other people's children is a privilege with responsibilities. Children observed in the classroom or the school should not be discussed outside, even with that child's parents. Please do not question a child about their home circumstances or try to gather information about their family. Questions relating to individual children should be addressed to the child's teacher or the head teacher. Volunteers working in school must not give preference to their own children but must ensure that they treat all children fairly. Volunteers do not normally have access to children's records. An exception might be relevant medical information. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy 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 this policy and asked to sign the **Volunteer Agreement** (Appendix 1)
- 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, (helping to supervise as part of a class visit, organising a school fair), 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 2)

### **Health and 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.

### **Insurance**

Volunteers are informed about the extent of the insurance cover available.

Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) are made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions.

### **Volunteers' Rights**

School volunteers have the right to:

- be recognised for their valuable contributions to the educational experience of our children.
- be assigned worthwhile tasks.
- access any school policies and procedures that are relevant to their roles.
- any training or supervision that is necessary for the success of their activities.
- deal with any complaint through the school's formal general complaints procedure.

### **Complaints Procedure**

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

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.

Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The full Complaints Procedure is set out in the School Handbook (available from the School Office).

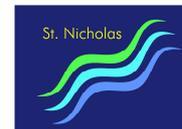
### **Monitoring and Review**

This Policy will be reviewed every 2 years or updated in the light of any new guidance.

Signed

Date

**St Nicholas C of E Primary School**



**VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at St Nicholas C of E Primary. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Ethos
- I agree to treat 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 my suitability as a volunteer.

If you already have a CRB, we may be able to accept it. If not we will ask you to complete another CRB disclosure form.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## St Nicholas C of E Primary School



### OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our 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 return this form. This is part of our 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 that 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 the child's class teacher/member of staff if there are issues with first aid, safety and/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 are not allowed to bring additional siblings on the school trip.

Volunteer helpers are not allowed to re-organise school visit groups.

Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.

Volunteer helpers are not permitted to take photographs of children on personal cameras, phones etc load them on home computers or display them on Facebook or any other social media site or send them to parents. School has cameras and these may be used if requested by the teacher.

Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties.

Please avoid unnecessary physical contact. If physical contact is necessary (to avert an accident) then please inform the class teacher of the incident.

#### **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. Under no circumstances will a volunteer be asked to administer medication of any kind. 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 you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

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I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_