

Chacewater C P School

VOLUNTEER POLICY

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
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- 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 and craft activities with children
- Running after school clubs, eg country dancing
- 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, eg hearing children read, usually approaches the headteacher or assistant headteacher directly.

Volunteers should 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.

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.

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 assistant 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 (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg 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 2)
- To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Criminal Records Bureau (DBS)
- 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 these volunteers
- Volunteers will have undertaken Tier 1 training by the Designated Safeguarding Lead at school
- Volunteers will also receive the School Child protection policy and whistleblowing policy

Complaints Procedure

Any complaints made about a volunteer will be referred to the headteacher/assistant headteacher for investigation. Any complaints made by a volunteer will be referred to the headteacher/assistant 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, eg helping with another activity in another class

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of volunteer:

Date of birth:

Other names known by (including maiden names):

Address:

Telephone:

Do you have any disabilities/other needs we need to take into account when working as a volunteer in school: *(please give details)*

Signed

Thank you for taking time to complete this Volunteer Information Sheet

Please hand it to the Headteacher/Assistant Headteacher

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Chacewater C P School. 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 Aims and Core Values
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer and any additional checks
- I acknowledge receipt of the Tier 1 safeguarding leaflet and confirm this has been gone through by the DSL or Assistant DSL.
- I acknowledge having read the School child protection handbook, the h and s policy, the whistleblowing policy and acceptable use policy all available on the school website.

If you already have a CRB certificate, please hand it to the school and a copy will be made for the school records.

Signed

Name

Date

