



Volunteers and Visitors Policy

Date of this review: Summer 2016

Date of next review: Summer 2019

For the purpose of this policy, the terms **Volunteers and Visitors** should be regarded synonymously.

1. Introduction

Visitors to 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 visitors from the local community.

Our visitors include:

- Members of the governing body
- Parents and grandparents of pupils
- Ex-pupils and students on work experience
- Members of the local community and Church

The types of activities that visitors are engaged in include:

- Participating in Collective Worship
- Working with small groups of children in lessons and at extra-curricular clubs
- Accompanying school visits

2. Safeguarding & 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 regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). 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 these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our Off-site Visit Agreement (Appendix 3).
- Due regard will be given to the Prevent agenda in assessing the suitability of visitors and volunteers.

3. Becoming a Volunteer

Anyone wishing to become a volunteer will contact the school and offer their services. This may include offers to help with a one-off event such as a school trip or more regular help such as hearing children read. They will then:

- 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.
- Complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations and asks volunteers to confirm they have received a copy of this policy.

4. Expectations

Our inclusive learning community is based on a foundation of Christian values, where everyone is given the opportunity to develop his or her potential academically, creatively, socially, spiritually and for the challenges of an ever-changing world.

All adults in our school, whether a paid member of staff or a volunteer, are expected to actively promote safeguarding of children and our school aims:

- Provide a safe and calm environment in which to enjoy learning
- Providing a broad and balanced education with a Christian ethos that promotes fundamental British values and SMSC
- Providing exciting, stimulating activities to encourage all-round growth
- Recognise individual needs and provide appropriate and timely support
- Model what we expect to see from our children

5. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they come into contact with should be voiced to the class teacher and NOT with parents of children outside school. Safeguarding concerns must be passed to the Designated Safeguarding Lead (Mrs Bartlett) or the Deputy Safeguarding Lead (Ms Cook).

6 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. Staff will give Volunteers clear guidance relating to their specific role and tasks.

7. 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 safety aspects associated with a particular task (eg using DT equipment or accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or school business manager.

Wendover CE Junior School

8. Complaints Procedure

Any complaints made about or by a volunteer will be referred to the 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 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 headteacher.

Monitoring and review

This policy will be reviewed every three years or sooner as a result of new guidance from either the DfE or local authority.

Wendover Church of England Junior School

Wharf Road, Wendover, Buckinghamshire HP22 6HF

Volunteer Information Sheet (for new volunteers)

Name of volunteer:

Date of birth:

Other names known by (including maiden names):

Address:

Phone:

Email:

Child/ren at school (names and year groups):

What skills/areas would you like to help with in our school?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when working as a volunteer in our school?
(Please give details.)

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the office.

Your offer of help is appreciated and we will be in touch shortly.

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Volunteer Agreement

Thank you for offering your services as a volunteer at Wendover CE Junior 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 into the school office.

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.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer.
- If you already have a DBS Certificate issued by Bucks County Council, please hand it into the school office where the number will be recorded and date checks made.

Signed:

Name:

Date:

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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, sign and return this appendix and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

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 wellbeing 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 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 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.
- Volunteer helpers are not allowed to give/buy their groups treats (eg ice-creams, biscuits, sweets) before, during or after the school trip.

First aid

You will be informed if any child in your group has medication and/or medical needs. If medicine needs to be administered, this will be done by a member of staff, unless it is your own child in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of emergency. 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.

- 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.
- I will treat any information I may hear about children as confidential and will not discuss it out of school.

Signed

Date