



St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

Volunteer Working in School Policy

This policy is GDPR compliant.

Date of issue: May 2016

Last reviewed/adopted: May 2022 (Resources Committee)

Next review date: Summer 2025

Signed: _____

Date: _____

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1. Introduction

The Volunteer Working in School policy will be placed on the school website and reviewed every 3 years.. Volunteers make a vital contribution to the school. Therefore, the school will:

- Actively encourage parents and people from the local community to become volunteers
- Train, develop and support volunteers

2. Definition

A volunteer is anyone helping within the school setting or on an off-site trip but not employed as a member of staff.

Volunteers carry out a range of activities e.g.:

- hearing pupils read
- working with small groups of pupils to assist them in their learning
- working in support of the class teacher
- preparing material
- collating or mounting children's work
- cooking with a small group of pupils
- accompanying school off site visits

Parents will not normally carry out activities in the same class as their child, other than extra-curricular clubs and school trips.

3. Procedure for becoming a volunteer

The prospective volunteers will:

- Speak to the class teacher:
- Complete the Volunteer Application Form (Appendix 1):
- Provide one character reference
- Read the following documents on the school website:
 - Volunteer Working in School Policy
 - Child Protection Policy
 - Positive Behaviour Policy
 - Health and Safety Policy
 - Complaints Policy
 - Whistle Blowing Policy
 - Online Safety Policy
- Complete an induction training session
- Sign a Volunteer Agreement (Appendix 2).

The school will:

- Identify volunteer needs and roles
- Attract candidates by a range of means
- Invite candidate/s to an informal discussion to ensure the applicant is suitable for the role

- Undertake a DBS check if required
- Inform the volunteer of the role and responsibilities they will be undertaking
- Carry out volunteer training, which will include -
 - Child Protection Policy
 - Positive Behaviour Policy
 - Health and Safety Policy
 - Complaints Policy
 - Whistle Blowing Policy
 - Online Safety Policy
- Provide the volunteer with the Volunteer Working in School Policy and the Volunteer Agreement (Appendix 2)
- Store a signed copy of the Volunteer Agreement
- Store volunteer records in a central place within the school

4. The responsibilities of school staff

Teachers retain ultimate responsibility for pupils at all times.

A teacher or member of staff will:

- Keep a timetable of when volunteers are due to attend
- Plan activities for volunteers including learning outcomes
- Explain the activity and expected outcomes
- Directly supervise volunteers
- Ensure that volunteers are not left alone with a child in a classroom/teaching room

5. Volunteer's responsibilities

Volunteers will:

- Inform St Mary's in advance when they are coming into school
- Telephone or email the school office if they are unable to come in as planned
- Avoid physical contact with a child
- Ensure that doors are ajar and they can be seen by other adults at all times
- Alert the teacher they are working with if they are concerned about a pupil's behaviour, welfare or understanding of a task
- Provide an update to the teacher they are working with at the end of a session
- **Keep confidential information about individual children or staff**

6. Working off-site

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences.

Teachers will:

- Provide volunteers with a list of pupils who are directly in their care
- Check that volunteers understand all safety procedures

Volunteers will:

- Read and sign our Off-Site Visit Agreement (Appendix 3)

7. Safeguarding

Volunteers will:

- Safeguard pupils, young people and vulnerable adults
- Sign in and collect a badge when entering the building
- Sign out when leaving
- Not let visitors in through the front door (only office staff can do this)
- Comply with St Mary's Online Safety policy and only use personal phones in staffroom/office
- Keep their personal belongings with them
- If concerned that a child may be experiencing physical, emotional or sexual harm or neglect
 - Immediately inform the child's class teacher
 - Write down exactly what they saw or heard;
 - As soon as possible, inform the Designated Safeguarding Lead (Headteacher) (or Deputy Designated Safeguarding Lead/ deputy head if the head is absent)

Any complaints about a volunteer will be referred to the Headteacher for investigation in line with the St Mary's Complaints Policy.

8. Health & Safety

Teachers will:

- Check that volunteers are clear about emergency procedures
- Explain particular safety aspects e.g. using equipment or accompanying pupils on visits

Volunteers will:

- Report any hazards to their teacher
- If a child is ill or injured
 - immediately inform their teacher
- In the event of a fire alarm, lead the children to the bottom playground assembly point

Volunteers are covered by St Marys School's Health & Safety Statement and Public Liability Insurance.

Appendix 1 - Application Form for New Volunteers

Application Form for New Volunteers			
First name		Surname	
Address			
Home phone		Mobile	
Email			
Next of kin		Mobile	
Do you have any disabilities / additional needs or are there any adjustments the school need to make, in order to allow you to work as a volunteer in the school? Yes / No			
Please give details:			
What activities / areas of the school's work would you like to help with?			
Are there any particular age groups / classes you would like to work with?			
Prior to attending the school please read the following policies on the school website:			

- Volunteer Working in School Policy
- Child Protection Policy
- Positive Behaviour Policy
- Health and Safety Policy
- Complaints Policy
- Whistle Blowing Policy
- Online Safety Policy

Thank you for taking time to complete this Volunteer Application Form. Your offer of help is greatly appreciated and we will be in touch as soon as possible

Appendix 2 - Volunteer Agreement

Volunteer Agreement			
Your name			
Please read and sign this Volunteer Agreement Sheet and hand it in at the school office. You will receive a copy of it for your records.			
By signing this Volunteer Agreement Sheet, I confirm that:			
I will support the St Mary's C of E Primary School aims and visionS			
I have read a copy of the Volunteer Working in School Policy			
I know who the Designated Safeguarding Person is for St Mary's School			
I have read the following policies, available on the school website:			
Child Protection / Safeguarding			
Health & Safety			
Positive Behaviour			
Complaints			
Whistle Blowing			
Online Safety			
I will treat information obtained from being a volunteer in school as strictly confidential			
I have been told who my designated supervisor will be e.g. the class teacher			
I will comply with all the conditions in this agreement.			
Signed		Date	
Thank you for offering your services as a volunteer at St Mary's School. Your offer of help is greatly appreciated and we hope that you will find your time as a volunteer rewarding.			

Appendix 3 - Off-Site Visits Volunteer Agreement

Off-Site Visits Volunteer Agreement			
Your name			
Please read and sign this agreement and hand it in at the school office.			
I confirm that I will:			
I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.			
Be responsible for all of the pupils in my group under the instruction of the Leader of the school trip.			
Stay with my allocated group of pupils ensuring that their wellbeing and safety is maintained for the total duration of the school trip.			
Promote polite, respectful and courteous behaviour towards each other and members of the general public.			
Contact a member of staff if there are issues with first aid, safety and/or behaviour.			
Follow guidance from school staff.			
In the event of an emergency, immediately inform a member of staff personally or by phone			
I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.			
I confirm that I will not:			
Bring additional children e.g. siblings			
Smoke, drink alcohol or engage in any illegal practices whilst undertaking my volunteer duties.			
Take photographs or videos of pupils			
Give/buy my group treats (e.g. ice creams, biscuits, sweets) before, during or after the school trip, without the teacher's permission.			
Administer medicine unless you are the parent/carer of the child who requires medicine			
I will comply with all the conditions in this agreement.			
Signed		Date	
Thank you for offering your services as a volunteer at St Mary's School. You will have an important role to play in the success and safety of this school trip.			

