



## **MICKLEOVER PRIMARY SCHOOL**

**Name of Policy:** Volunteers in School Policy

**Date of Policy:** May 2016

**Member of Staff responsible:** L Gerver

**Review date:** May 2019

**Signature:** \_\_\_\_\_ **Chair of Governors**

**Date Approved:** \_\_\_\_\_

### **At Mickleover Primary School**

**We are:**

**Motivated to learn**

**Proud of our achievements**

**Successful and skilled for life**



## Volunteers in School Policy

The Volunteers in School Policy is part of Mickleover Primary School's safeguarding systems.

### INTRODUCTION

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University and college students
- Local residents
- Friends of the school

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

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### SAFEGUARDING

Derby City Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### 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, e.g. hearing pupils read, gaining experience for a college course should approach the Headteacher directly

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

The volunteer will be invited into school for an informal discussion to ensure they are suitable for the role.

The volunteer will be made aware of the role and responsibilities they will be undertaking. Induction will take place prior to starting in school where the main school and corporate policies / documentation will be explained. This will include health and safety.



Before starting to help in school, the volunteer will be asked to complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity such as accompanying a school trip where the volunteer will be under the supervision of the class teacher.

Volunteers will be placed in an appropriate class which will not be one in which their child is a member.

## **OUR SCHOOL AIMS**

All adults / Young People 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 aims and educational purpose, as identified below:

We hope that our curriculum will enable all young people to become:

- Successful learners who enjoy learning, make progress and achieve
- Confident individuals who are able to live safe, happy and fulfilling lives
- Responsible individuals who make a positive contribution to society.

## **CONFIDENTIALITY**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the class teacher and **NOT** with the parents of the child

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher. Any information gained at the school about a child or adult should remain confidential.

## **SUPERVISION**

All volunteers work under the supervision of a class teacher. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

## **HEALTH & SAFETY**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.



## CHILD PROTECTION

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our volunteers must have a DBS
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the Head Teacher.
- Volunteers must not use their mobile phones or devices to take photographs on school premises
- Personal conduct on school premises must uphold British Values

## COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or senior member of staff 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure



## APPENDIX 1

### VOLUNTEER APPLICATION FORM

Name of Volunteer: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

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?  
(Please note that we do not place parents in the same class as their child)

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

Thank you for taking time to complete this Volunteer Application Form  
Please hand it to the School Office, marked for the attention of the Headteacher.  
Your offer of help is greatly appreciated and we will be in touch as soon as possible.



## APPENDIX 2

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.  
Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

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.

- I have received a copy of the school's Volunteer Policy
- I agree to support the school's aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that a DBS check will be undertaken
- I understand and agree to adhere to all the points in the section entitled 'Child Protection'
- I have been made aware of who is my designated supervisor i.e. Class Teacher
- I understand that I will take my breaks at playtime and lunchtimes either in the library or in the classroom.

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

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

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



## **APPENDIX 3**

### **OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many pupils 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 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 pupils in your group under the instruction of the leader of the school trip
- To stay with your allocated group of pupils, 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 your 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 supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

### **WHAT IS NOT PERMITTED**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. 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/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.



## **EMERGENCIES**

In the event of any emergency, 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.