

Snape Primary School Volunteer Policy and Information

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The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction



Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. The Federation believes that volunteers are a welcome and valuable resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children within our school without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should contact the Headteacher. All documents relating to the completion of a DBS should be returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Headteacher (or Subject Lead) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has ideally no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this policy).

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An entry will be made on the school's **Safeguarding Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website www.snapeprimaryschool.com

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Peer on Peer Abuse Policy
- Keeping Children Safe in Education
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school values.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate dress.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn

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VOLUNTEER FORM TO BE HANDED IN TO THE SCHOOL OFFICE

Name of Volunteer:

Date of Birth:

Other names known by (including previous names):

Address:

Phone:

Have you any experience of working as a volunteer and/or with children? Yes/No
If yes where and when did you gain this experience?

Why would you like to volunteer with us at Snape Primary school?

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

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

How much time each week do you feel able to volunteer for?
When can you volunteer? Please tick applicable boxes:

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m					
p.m					

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

Please provide the names and contact details of 2 referees (x2 personal/character or 1 character and 1 from your last voluntary position) so they can provide references for us (see appendix)

REFEREE 1:

REFEREE 2:

For Office use only:

Interview

References x2

DBS

Year group

Commitment

IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Snape Primary 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 if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer

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

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 and return this form, and sign and return the helper's slip. 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 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 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 children 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 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. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

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.

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 : _____

Date : _____

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CONFIDENTIALITY CONTRACT

As a Volunteer at Snape Primary School I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Class teacher and then the Headteacher if necessary.

I understand that the class teacher is in charge of all activities and the behaviour management in the class. If I am asked to work with an individual or group of children within the classroom, I should follow the school Behaviour Policy Superstar rules which are displayed around the school.

I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced CRB check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the CRB check will be held on the school's single central record for inspection by authorised personnel only.

Name:

Date:

Signed:

Volunteer Coordinator/HT:



REFERENCE FORM FOR SNAPE PRIMARY SCHOOL VOLUNTEERS

Volunteer details:

Requesting reference for:

Volunteer position applied for (particular activity, day)

Please complete the following questions:

Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.

This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.

How long, and in what capacity, have you known the candidate? Please give the dates between which he/she worked with/for you and the roles that he/she held.

Please tell us about the candidate's strengths, qualities and achievements in the role(s).

What are his/her areas for development?

To what extent is the candidate flexible and ready to take on new challenges?

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In what ways do you think the candidate would be able to support children's confidence and learning habits when working with them?

Is the candidate reliable and honest?

Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, or customers.

If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.

Referee details:

Name: [referee to print name]

Date: [referee to insert date]

Signed: [referee to sign]