



HAVERIGG PRIMARY SCHOOL VOLUNTEERS WORKING IN SCHOOL POLICY

APPROVED BY:

Name: Mrs M Narongchai

Position: Headteacher

Signed: 

Date: 6th September 2019

Review Date: September 2020

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at Haverigg Primary 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
- Ex-members of staff
- Local residents
- Friends of Haverigg School

The types of activities the volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children under the supervision of school staff
- 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 Classteacher, Headteacher or Senior Leadership Team directly.

Volunteer 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.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and ask Volunteers to confirm they have received a copy of this policy.

The school will seek CRB clearance for any volunteer before they come into school to protect the staff and children.

Confidentiality

Volunteers in school are bound by 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 children/persons outside school. If it is a comment which a child makes which gives rise to concerns then the designated person (Headteacher) or deputy designated person (Senior Leadership Team) should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context can cause distress to 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 about what another adult in the school does or says should raise the matter with the Headteacher or Senior Leadership Team.

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 equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazard or concerns to the Class Teacher.

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 (CRB). A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'on-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).

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher/Senior Leadership Team for investigation. Any complaints made by a Volunteer will be referred to the Headteacher/Senior Leadership Team.

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 in school.

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills/areas would you like to help with in 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 school? (please give details)

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher/ Senior Leadership Team. Your offer of help is appreciated and we will be in touch shortly.

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Haverigg 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
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Criminal Record Bureau check to advise the school of my suitability as a volunteer
- If you already have a CRB Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body.

Signed:

Name:

Date:

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

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.
- 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

- Volunteers are not allowed to re-organise school visit groups.
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteers are not permitted to take photographs of children unless requested to do so by the Classteacher.
- Volunteers are not allowed to give/buy their group 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/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your 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

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 and I agree to the terms and conditions stated in the policy.

I will support the young people in enjoying the trip and activity contribute to the smooth running of the occasion.

Signed: Date:

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