

School Volunteers Policy



Created: June 2016

Agreed by Governing Body:

Review Date: June 2018

Written by: Headteacher

Values Statement

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

Mission Statement

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential; living up to our motto - "The best that I can be".

Aim

To ensure the safety of pupils, staff and visitors on the premises.

Development Process

This policy has been drawn up in consultation with all teaching staff, other school staff, external partners, parents/carers, pupils, governors, members of the wider school community.

Location and Dissemination

The policy can be found in the staff handbook. This document is freely available to the entire school community.

Rationale

The purpose of inviting visitors in to the school needs to be clear. Reasons could include:

- Raising awareness of an issue

- Providing expertise
- Building links with the community
- Giving pupils an opportunity to work with adults outside of the school
- Raising the profile of the school
- Public relations
- Enhancing the curriculum
- Part of staff training
- As a resource

Introduction

Deal Parochial C.E.Primary School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school.

Volunteers will be placed sensitively and responsibly.

They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

We benefit from volunteers through:

- Celebration of the diversity of skills, knowledge and expertise within our school and wider community
- Enrichment opportunities within the curriculum through volunteers who advise and support both the staff and pupils
- Providing regular support in the classroom in activities such as reading
- Providing first- hand experience to support specific topics curriculum areas such as in History or RE.

How to volunteer

People interested in volunteering should contact the school office or Headteacher.

Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff.

Volunteers will be given copies of:

1. Deal Parochial C.E.Primary School Guidelines for Volunteers in School
2. Part 1 of Keeping Children Safe in Education 2015
3. The school's Code of Conduct

In advance of the volunteering. Documents 1 and 2 above should be signed by the volunteer and a signed copy kept on record by the school.

The Headteacher retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through use of an induction procedure, all volunteers will be made aware of the following:

- Volunteers will be under the supervision of a member of staff
- They must be directly supervised if they do not hold the appropriate DBS certificate
- How to deal with inappropriate behaviour of children
- Expectations regarding confidentiality
- Policies relevant to their role
- Expected level of appropriate behaviour and an awareness of professional codes of conduct
- The school's Complaints Procedure
- Child protection Procedures
- Health and Safety Procedures
- Fire Alarm Procedures.

Child Protection

The law requires checks to be made on anyone with responsibilities in a school which gives them regular unsupervised access to pupils. This includes people who regularly help:

- In the classroom
- In extra curricular activities
- On residential visits

Volunteers not being directly supervised will be asked to complete a DBS Disclosure Application Form each year. This will not apply to volunteers who assist in school activities such as assisting in walking children to a local venue or in activities such as PTA events where activities are supervised by a member of staff or a responsible adult (those for whom we have certification of a satisfactory DBS). Whilst we are waiting for the return of DBS checks, a list 99 check will be done.

Inclusion

Deal Parochial School is a fully inclusive school and, where possible, will encourage disabled volunteers to support the school. The school will take steps to ensure appropriate support is given to all volunteers.

Parent volunteers

Parents make up the majority of volunteers. Our School encourages the support of parents. However, there may be times that we will ask parents to support classes which don't contain their own children.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety Policy and maintains a record of Risk Assessments. All volunteers will have their attention drawn to identified risks. Action will be taken by the school to minimise any risk.

Volunteers will be covered under the school's relevant insurance arrangements while undertaking the volunteer activity.

Feedback

Volunteers will be encouraged to provide feedback to the school via the relevant staff member, or Headteacher, regarding their experience of volunteering. Feedback will be used to maximise the benefit of volunteering to both the school and future volunteers.

Associated Documents:

LA Guidelines for use of parents to transport pupils/ Minibus use

Staff conduct policy

Guidelines for Volunteers in School

The staff at Deal Parochial School very much value the support parents and the community give in so many ways. Without this help, we would not be able to provide such a range of activities. Whether you come in regularly to support an aspect of children's learning, walk with children to swimming or support annual events such as the end of year six production, or supporting the many sporting events we rely on you for help, we wish to express our thanks.

The information below outlines your role and responsibilities and includes important information. **Please sign below to confirm that you have read and will comply with the requirements.**

On arrival at school, please sign the visitors' register. You will be given a badge to wear. Please do not take your phone into the classrooms/ it is strictly forbidden for anyone to use their own equipment to take visual images of children. You may hand your phone into the secretary's office for safe keeping.

We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Children can often be very open. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Headteacher.

If you see or hear anything that concerns you, please report it directly to the class teacher, or to the Headteacher.

The Headteacher is the designated safeguarding lead for the school. The deputy head teacher and SENCO are also designated lead safeguarding officers for Deal parochial School.

If a child discloses anything that gives you cause for concern, please report it to one of the designated safeguarding lead officers immediately.

You should be provided with a copy of Part 1, "Keeping Children Safe in Education" which you are required to read and sign. A copy is in the staff room.

Please be aware of the following safeguarding requirements for all adults working with young people:

- Safeguarding Young People from Sexual Exploitation
- Safeguarding young people from female genital mutilation –(It is a mandatory requirement for all adults to report any physical signs which appear to show FGM has been carried out).
- Prevent – Counter Terrorism Security act 2015 which includes schools and others to act to prevent people from being drawn into terrorism, and ensuring awareness of risks of terrorism. Prepare, Protect, Pursue, Prevent – individuals, Institutions and Ideology.
- Whistle blowing policy – refer to the staff room SAFEGUARDING orange folder.
- Staff code of Conduct and The policy for acceptable use of IT
- On line safety guidance.
- Safeguarding Children in whom illness is fabricated or induced.
- You should be provided with a Code of Conduct prior to volunteering, please familiarise yourself with these guidelines and ask if you do not have access to a copy.

Although the children may know you by your first name, in school you will be referred to by your title eg Mrs Brown. Please follow the staff conduct policy.

You will work under the direction of the class teacher, but please do ask for advice if you are unsure what to do or where to find equipment.

If any child is discourteous, please refer him / her to the class teacher.

All regular volunteers are required to undergo a DBS clearance on an annual basis. This will normally be each September.

Fire regulations are on display in each designated area of the school.

There is copy of the school's Health and Safety Policy in the Office. Please familiarise yourself with the regulations.

The school operates a no smoking policy. If you take part in a school visit or a residential course you are also requested not to smoke or use a vaporiser in front of the children.

We appreciate all feedback regarding your experience as a volunteer, particularly any improvements we could make to your experience or anything that works especially well. The school also has a Complaints Procedure.

Tea and coffee are available in the staff room. Please help yourself.
You are warmly welcome as part of our team.

Thank you for all your support
Justine Brown
Head Teacher

Volunteering in School

I have received and read;

The Code of Conduct (please tick)

Keeping Children Safe in Education (please tick)

The Volunteers in School Guidelines (please tick)

I have had a discussion with the headteacher

or class teacher about my reasons for

volunteering and have had a simple induction. (please tick)

Signed:

Full name:

Date:

Checkpoints for Teachers Organising a Visit

- ✓ Has the external contributor been made aware of relevant policies?
- ✓ How will the external contributor be made aware of the school's ethos and values?
- ✓ Has the external contributor been made aware of:
 - The size of the group
 - The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
 - Any relevant issues regarding special educational needs
 - Child protection and confidentiality issues
 - Ground rules usually followed in the classroom
 - The aims/objectives of the session(s)
 - What preparatory activities will take place
 - What follow up will be provided
 - How the sessions will be organised
 - What resources are available
 - How the sessions will be evaluated
 - Safety/fire drill procedures

All volunteers should:

- Sign in at the office and wear a visitor badge / or their official identification
- Be taken by a member of office staff / wait in the entrance to meet the member of staff they are visiting.
- In the event of an emergency, that requires the building to be evacuated, assemble at the designated place which is displayed in each room and office staff will bring visitor's book to check all visitors are safely evacuated
- Sign out at the office on leaving and hand in the visitor badge
- Visitors to school are CRB checked and office staff ask to see paperwork of anyone new to the school before adding their details to the 'confidential list of CRB checked visitors

- Regular visitors are issued with the school's 'Safeguarding Advice for Volunteers and Visitors' leaflet

All staff should:

- Challenge a visitor / volunteer to school who is not wearing a visitors badge to check who they are and the purpose of their visit to school and ask them to collect a visitors badge from the office or make their official identification visible.

Confidentiality

When working in a classroom situation, volunteers are bound by relevant school policies. Privacy should be protected and inappropriate personal disclosures should be discouraged, by negotiating ground rules and using distancing techniques.