



# Volunteers Policy

Written September 2019

Review September 2021

Signed – *Mrs Kat Allen*  
(Headteacher)

Signed - *Mrs Heather Haddley*  
(Chair of Governors)

The school's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection policy, Health and Safety and our Safeguarding policy. Other policies (such as our E safety policy may apply depending on the nature of the volunteering)

### **Introduction**

Volunteers at our 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 referred to us by Student Volunteer Services
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the Headteacher or Assistant Headteacher.

School visits will be dealt with directly through the Office.

Volunteers 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 1), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.

## **Our School Aims**

All adults 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 mission statement as identified below:

All at Roby Park Primary School aim to:

- Create a positive atmosphere where everyone feels happy and respected; where encouragement, praise and approval lead to success.
- Provide a commitment to the highest standards of teaching and learning improved by a continuing programme of staff development.
- Provide a broad, balanced and inclusive curriculum, which evokes awe and wonder, so that each child is able to achieve their full potential.
- Work together with parents and carers, governors and the wider school community, enabling us to provide the best education and learning opportunities possible.
- Encourage self-confidence, self-discipline and independence of learning.
- Have an understanding and respect of our own and others' beliefs and cultures.

Our mission statement is:

### **'Aiming for Excellence'**

Our commitment is to create an enriching environment where children are happy and they will thrive. Through high quality, creative and forward-thinking teaching, we aim to educate and inspire every child to reach their full potential in an environment which is child centred and where pupils feel secure, valued and cared for.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class teacher or designated Safeguarding Lead which is Kat Allen or the deputy DSL, Kathy Lyon.

It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns then the Head teacher or the

Assistant Head 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 the 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 another adult in the school does or says should raise the matter with the Head teacher or Assistant Head.

## **Supervision**

All volunteers in class 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 and Safety**

The school has a Health and 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 (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head 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 this Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 1)
- They will also be made aware of our Child Protection and Safeguarding policies
- They will be made aware of our designated Safeguarding members of staff – Kat Allen, Kathy Lyon and Nichola Doyle.
- To ensure the safety of our pupils at all times, all of our volunteers must have List 99 clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Assistant Headteacher.

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 from the Head teacher.

### **Monitoring and Review**

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

### **Appendix 1**



Volunteer Application  
Form.docx