

# Volunteers and Students Policy 2018

## ***Becoming a Volunteer***

We welcome and encourage volunteers in our Federation because we know they bring a range of skills and experience that can enhance the learning opportunities for our children at our school. Our volunteers include a wide range of individuals.

Anyone wishing to become a volunteer, must inform the Deputy Headteacher or Assistant Headteachers in writing. 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 2), which sets out the school's expectations of volunteers.

## ***Child Protection***

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

- All Volunteers read the Volunteer Policy and sign a Volunteer Agreement
- All of our Volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, a LIST 99 police check is carried out on these volunteers. These volunteers, who are under constant supervision of school staff and must read and sign our Off-site visit agreement (Appendix 3).
- All volunteers work under the supervision of the Class teacher of the class to which they are assigned. Teachers retain responsibility for all children at all times, including the children's behaviour and the activity they are undertaking.
- Volunteers are never left alone with children and do not accompany children to the toilet.
- Volunteers do not accompany pupils on public transport unsupervised by a member of the school team.

## ***Health and 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 (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher or a member of the leadership team.

## ***Role of Volunteers***

The types of activities in which Volunteers are engaged include:

- Working with small groups and individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

## ***Confidentiality***

Volunteers in the Federation 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 and NOT with the parents of the child / persons outside school. 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 Executive Headteacher or Headteacher.

## ***Complaints Procedure***

Any complaints made about a Volunteer will be referred to the Executive Headteacher / Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Executive Headteacher / Headteacher. The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement
- Offer an alternative placement for a Volunteer.
- Inform the Volunteer that the placement has been terminated.

The full Complaints Procedure is set out in the School Handbook (available from the School Office)

**Agreed:**

**Review date:**