

# **Park House Primary School Volunteer/Student Policy 2020**



**Date Written: December 2019**

**Date Adopted: 16<sup>th</sup> January 2020**

**Signature:**

**(Chair of Governors)**

**Review Date:**

**December 2023**

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

### **Introduction**

Volunteers and students 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 teacher training students
- Ex-members of staff
- Local residents
- External Agency Staff

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking baking, art & craft activities with children
- Running before and after-school clubs e.g. breakfast club, drama, art, sports etc.
- School discos
- 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, e.g. hearing children read, usually approaches the office staff/class teachers in the first instance and then speaks to the Headteacher.

Volunteers should complete the *Volunteer Information Form* (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 and students should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy. Students will abide by their training providers guidance and the schools policy, code of conduct and handbook.

The school will seek DBS clearance for volunteers who will regularly attend school before they are permitted to work in school to protect the staff and children. There may be a charge for volunteers who will be going on to further study regarding childcare.

## **Our School Vision**

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 vision.

***Our vision is to provide a happy, caring and stimulating environment where children will achieve their fullest potential so that they can make their best contribution to society.***

This vision is underpinned by the following aims and values.

- We work towards attaining a welcoming, calm and purposeful atmosphere, in which everyone feels valued, motivated and takes pleasure in their learning.
- The school environment is attractive, stimulating and informative. This requires planning and organisation to ensure that good models are presented and the school maintains a clean tidy and organised and cared for appearance.
- The staff will aspire to present clear, consistent guidelines for behaviour in accordance with school rules. Children will be encouraged to show consideration and respect for others and their property.
- Positive attitudes are fostered towards differences of gender, race, age and special needs.
- Children will be encouraged to develop self-discipline, sense of pride in themselves and their school and recognise that their school is part of a wider community.
- We provide quality education which sets high standards and recognises the individual child's needs. Children will feel confident within themselves so that they can take an active role in their learning.
- We have high expectations of the children's achievement and encourage them to hold these same expectations of themselves in learning and also in their personal and social development.
- We provide a wide but structured curriculum that gives progression, continuity and also flexibility.
- We feel that all members of the school should strive to be fair, polite and sympathetic at all times. We demonstrate the qualities of patience, honesty, tolerance and good humour in our dealings with others.
- Staff will provide positive role models in terms of how we value good manners and behaviour and teach good social behaviour and consideration with others.
- We acknowledge the support that parents give in regard to the ethos of the school and recognise the partnership with parents is paramount to ensure the continuing development of the child.
- We aim for a consistent, caring and organised environment where self-discipline and consideration for others is valued.

### **Values chosen by our pupils:**

- Helpful
- Friendly
- Loving
- Polite
- Respectful (bully free)

## **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 and NOT with the parents of the child / persons outside school. If it is a comment which a child makes which gives rise to concerns then the designated person **Mrs Kavanagh** (Headteacher) 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 Headteacher or Deputy Headteacher.

## **Supervision**

All volunteers and students 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 and students 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.

Volunteers and students who have pupils within our school are usually placed in different classes/year groups to ensure confidentiality and to ensure volunteers and students can make the most of their time at our school.

## **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 (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 / Headteacher.

## **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, who have regular contact with pupils, must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.
- Those volunteers who support school trips must also read and sign our *Excursion/Off-site visit risk assessments*

## **Safeguarding and Child Protection**

**Designated Safeguarding Leads** – Mrs Kavanagh, Mrs Harris and Mrs Cook.

### **Complaints Procedure**

Any complaints made about a Volunteer/Student will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer/Student will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer/Student about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer/Student, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.
- To decide which class/year group to place volunteers and students.
- The full Complaints Procedure can be made available from the school office.

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance.

**PARK HOUSE PRIMARY SCHOOL**



**APPENDIX 1**

**Volunteer Information Form**

I will be willing to help in a classroom on a weekly basis on \_\_\_\_\_ mornings   
afternoons

To offer the following baking/craft/sports/music skills \_\_\_\_\_

OR

To lead a group activity organised by the teacher

OR

To hear pupils read

OR

To help with School Trips

I have completed a DBS form via school

I need to complete a DBS form

I am the parent of \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 2

### PARK HOUSE PRIMARY SCHOOL



### VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Park House 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.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I will abide by the schools code of conduct and safeguarding procedures.
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I will be required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer.
- I understand that I will be required to complete the disqualification by association check as set out by KCSIE 2019.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 3



### PARK HOUSE PRIMARY SCHOOL 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 arrangements.

#### **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 on trips**

- Volunteer helpers are not allowed to bring additional siblings 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 should avoid using personal mobile phones during the trip unless in an emergency and as directed by the Class Teacher
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

#### **First Aid**

All members of staff have undertaken first aid training. 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.

**Agreement**

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.

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

**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_