



## Volunteers Policy

Date Agreed by Governors: \_\_\_\_\_

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

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Headteacher)

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

## 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
- Ex-members of staff
- 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

## 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 class teachers or the School Business Manager.

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 a 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 ask for proof of ID and complete a short induction checklist for volunteers before they come into school to safeguard the children.

All adults who work in 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 educational purpose as identified below.

- The whole team works towards excellence, in every aspect of school life.
- We encourage a community ethos throughout our school, working to achieve respectful values in our daily lives.

- All children's individual needs are catered for and we aim to give support where needed.
- We encourage independent learning throughout school and actively promote Equal Opportunities and healthy lifestyles for all.
- We work in partnership with parents, governors, and the community of Sutton and other schools.
- Whole school ownership is promoted through teamwork and joint decision making involving all staff.
- We aim to promote our school in an ethical manner to the area of Sutton and the wider community.

### 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/carers outside school. If a comment which a child makes, gives cause for concern then the designated safeguarding leads (Mr McCoy / Mrs Robertson / Mrs Bennett) 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 Mr McCoy (Headteacher) or Mrs Robertson (Deputy Headteacher).

### Supervision

All volunteers work under the supervision of the Class teacher 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 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 are supervised by a member of school staff.
- Volunteers are entered on to a volunteers database.
- Where a volunteer is engaged in a 'one-off' activity e.g. 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/Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher/Deputy 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, e.g. 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 Headteacher.



## Appendix 1

### VOLUNTEER INFORMATION SHEET-FOR NEW VOLUNTEERS

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your services and to indicate to you our commitment to ensuring your experience is rewarding and productive.

#### Personal Details

Volunteer's Full Name: .....

Date of Birth: .....

Address: .....

Contact Phone Number .....

E-mail Address: .....

#### Other details

- I am able to commit to \_\_\_\_ hrs per week during the school year to work in a classroom under the direction of the class teacher
- I wish to volunteer in before or after school club
- I wish to volunteer in the school office or in another capacity (give details) .....
- I am a trainee teacher or other student and am required to complete a mandatory placement of ..... days, beginning on .....

#### Preferences

Days: Monday \_\_ Tuesday \_\_ Wednesday \_\_ Thursday \_\_ Friday \_\_

Time: Mornings from ..... to .....

Afternoons from ..... to .....

#### Qualifications (if any)

.....

#### Previous Experience/Placements (if any)

.....

.....

#### Reasons for volunteering in a school

.....

#### In case of an emergency, whom should we call? (Name + phone number)

.....

Identification will be asked for e.g. passport or utility bill

Signature..... Date .....



## Appendix 2

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Sherdley Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please sign this volunteer agreement and hand it in at school.

#### **The Organisation**

We Sherdley Primary School agree to accept the services of \_\_\_\_\_

beginning on \_\_\_\_\_ and commit to the following.

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer and to do our best to adjust to their individual requirements.
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisations staff, jointly responsible for the completing of the organisations goals and the fulfilment of its mission.

#### **The Volunteer**

I \_\_\_\_\_ agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to the school's policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and student information.
3. To meet time and duty commitments\* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.

\* Agreed Volunteer hours are:

Agreed and signed by:

Volunteer \_\_\_\_\_

Sherdley Primary School \_\_\_\_\_



### Appendix 3

### OFF-SITE 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

- 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 the children.
- Volunteer helpers are not allowed to give /buy their group treats e.g. ice creams, biscuits, sweets etc 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 may choose to administer the medicine.

#### Emergencies

You are expected to inform a member of staff as soon as possible if there is an emergency situation. 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 school.

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: \_\_\_\_\_

