# Policy for Volunteers

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<th>Document Version</th>
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<th>Status (Draft, approved etc)</th>
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<td>1.0</td>
<td>March 2014</td>
<td>MW</td>
<td>Approved</td>
<td>Creation</td>
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<td>1.1</td>
<td>March 2017</td>
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<td>Approved</td>
<td>Review</td>
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- **Document Version**: 1.0
- **Reason for Issue**: Requirement for safeguarding
- **Document Author**: Mike Wallace
- **Creation Date**: March 2014
- **Approved by**: SLT and T&L committee made aware
- **Approval date**: March 2014
- **Review frequency**: As needs arise
- **Monitor every 3 years**
- **Document location**: First Class, FPJS, School Policy Folder
Volunteers at Furze Platt Junior School bring with them a range of skills and experience that can enhance the learning opportunities of children at the 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
- 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
- Undertaking art & craft activities with children
- Running after-school clubs
- Accompanying school visits
- Developing and maintaining our outdoor learning environments
- Helping with the preparation of resources

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 applies by completing the attached form. The Head teacher reserves the right to decline a request to become a volunteer.

Before starting to help in school, volunteers should complete the Volunteer Agreement, which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

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 as way as to actively promote our school vision.

Leading the way in the community by providing a stimulating, challenging and inspiring education; where children are motivated to achieve and celebrate success and are equipped with skills necessary to succeed in life.
Confidentiality
Volunteers in school are bound by a code of confidentiality.

Working in the classrooms, we learn a lot about the children in them. We learn about their strengths and areas for development and their behaviour. It is very important that volunteers maintain strict confidentiality of such information. Any information regarding pupils and work in the classroom is confidential. It is not appropriate to speak with other parents about their children or other children.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy 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.
- All volunteers must have read the visitors guide which is located in reception.
- To ensure the safety of our pupils at all times, all regular Volunteers must have been cleared by the Disclosure and Barring Service (DBS) and completed level 1 Safeguarding training (provided by the school annually).

Supervision
All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. At Furze Platt Junior School we have developed an ethos that recognises effort and rewards good behaviour. Good behaviour and improved behaviour is praised and staff try to actively ‘catch a child being good’. Teachers retain responsibility for children at all times, including the children’s behaviour and the activity they are undertaking. The teacher will give clear guidance as to how an activity should be carried out. Volunteers are encouraged to seek further guidance from the teacher if they are unsure or if they need assistance.

Volunteers are important role models to the children and so you must dress and behave appropriately and use appropriate language at all times.

Health & Safety
The school has a Health and Safety Policy and this is made available upon request to volunteers working in the school. Class Teachers will ensure that volunteers are clear about emergency procedures and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

- Please remember to sign in and out. Upon signing in you will be issued with a volunteer’s badge which you should wear at all times whilst on the school site.
- In the event of a fire alarm, please leave the school by the nearest exit and assemble on the school field. In each classroom, please make yourself familiar with the fire exits.
- There is no smoking allowed anywhere on the school site.
- Do not use your mobile phones whilst in the vicinity of children.
- Do not under any circumstances take photographs in school unless under clear direction from the class teacher to do so.
Complaints Procedure
Any complaints made about a Volunteer will be referred to the Headteacher for investigation. 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.

We love having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We’ll do whatever we can to ensure your time with us is rewarding!!

Monitoring and Review
This Policy will be reviewed every two years and updated in the light of new guidance from either the DfE or Local Authority.

VOLUNTEER APPLICATION FORM AND AGREEMENT (to be completed annually) –

Name of Volunteer:
First Name………………………………………………………………
Surname………………………………………………………………
Date of Birth:……………………………………
Address: ………………………………………………………………………………………
………………………………………………………………………………………………….
Phone: Home………………………….. Mobile ………………………………….

What is your relationship with the school?

When are you available to volunteer?

What activities / areas of the school’s work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account, or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

I have read a copy of the Volunteers Policy and agree to its terms: YES / NO
Signed: ________________________

Thank you for taking time to complete this Volunteer Application Form
Please hand it to the School Office.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

(FOR OFFICE)  DBS Reference: