VOLUNTEERS WORKING IN SCHOOLS POLICY

Introduction
Volunteers are a welcome resource for helping to raise our children’s achievement, complementing the work of teachers and support staff. There is no doubt that an individual school will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Volunteers may include:
- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

Deployment of Volunteers
The Headteacher and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

The types of activities that volunteers engage in, on behalf of the school, include:
- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Becoming a Volunteer
Volunteers should complete the Volunteer Application Form (Appendix 1) and submit this to the Headteacher. The Headteacher or an appropriate staff member should carry out an interview with the
Confidentiality
Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Undertaking your Voluntary duties
Safety is at the heart of the care for all children and it is very important that the school knows exactly who is on the school premises and where they are. Volunteers must report into the school office when undertaking voluntary duties. Each volunteer must see the secretary and sign in. They will then be issued a visitors badge. Volunteers are required to sign out when they leave and return the badge.

Supervision
All volunteers work under the supervision of a member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils’ behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil’s understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement. The Volunteer will not be permitted to undertake voluntary work until this has been completed.
- All of our volunteers must have been cleared by the DBS, if they are left unsupervised within children.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated Child Protection Officer or Head Teacher.
APPENDIX 1

VOLUNTEER APPLICATION FORM

First Name

Surname

Date of Birth

Address

Phone: Home Mobile

I am interested in volunteering: (Please tick):

• The classroom with reading and group activities
• Assisting with school trips
• Gardening
• Craft Activities
• Attend the school on a single visit to discuss an item of interest or offer a particular skill e.g. what life was like when a grandparent was a child, helping plant trees, helping with a coffee afternoon etc.
• PTA

What attracted you to applying as a volunteer at our school?

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

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)

Please tell me about your previous experience which you think is relevant?

Please provide me with two references:

NAME: ________________________ NAME: ________________________
ADDRESS: 
ADDRESS: 
TELEPHONE NUMBER: 
TELEPHONE NUMBER: 
JOB TITLE: 
JOB TITLE: 
RELATIONSHIP: 
RELATIONSHIP: 

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.
APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheets and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the School’s Volunteer Policy

- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**

- I understand that I am required to apply for a DBS check as I undertake unsupervised work with children.

- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department

- I have been made aware of who the Child Protection Officer is for the school.

- I have read and understand the Child Protection Policy, the Code of Conduct policy, Allegations made against an Employee Policy, the Social Networking Policy, IT Policy. Health and Safety Policy, Behaviour Management Policy and Whistleblowing Policy

- I have been made aware of the Fire Evacuation Procedure

Signed: ___________________________

Name: ___________________________

Date: ___________________________
**Off-Site**

School trips are an important part of learning at our school and provide many pupils with 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, sign and return this form to the school.

**As a Volunteer Helper, you will:**

- Be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- Stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- Promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school
- Contact your child’s class teacher/member of staff if there are issues with first aid, safety and/or behaviour

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

**You are not permitted to:**

- take individual children out of the room and never accompany them to the toilet
- help a child change their clothes whilst alone with them
- hold on to or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher
- Use your mobile telephone on the school trip, unless you are on a designated break,
- Smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Take photographs of pupils
- Give/buy their group treats e.g. ice creams, biscuits, sweets – 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 undertaken by a member of staff unless you are the Parent/ Carer of the 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. However, if an emergency occurs we expect you to assist a pupil until the staff member/First aider is in attendance.

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. If it is a real emergency then we recommend that you contact 999.

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 event.
I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name ____________________________

Signed: __________________________ Date: __________________________