Protocol for Volunteers in School

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children, which Stanford-le-Hope Primary School welcomes and encourages.

Visiting and Becoming a Volunteer
We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Stanford-le-Hope Primary School, members of the local community or individuals interested in pursuing a career with children.

It is important that we keep track of the volunteers working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the Headteacher, who has responsibility for the organisation and/or placement of such individuals.

Aims of Volunteer Protocol

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children’s learning to raise standards of achievement and promote community cohesion.

Volunteers support the school in a number of ways:
- Supporting individual pupils within classrooms
- Hearing pupils read at the start of the day
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)

Volunteers are not allowed to do the following activities
- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

The responsibility for the health and welfare of the children remains with the class teacher at all times.

Signing in

When any volunteer arrives they must sign in at the school office, using the InVentry system and collect a visitor badge. This must be worn at all times in school.

Volunteers must also sign out when they are leaving the school premises.
The hours of volunteer work will be discussed and mutually agreed between the volunteer and the class teacher/Deputy Head/HR Officer. The volunteer must be committed and adhere to the voluntary placement and allocated hours. Fire evacuation procedures will be explained during an induction and can be found in each classroom; please make yourself familiar with these.

We value 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.

**Safeguarding Checks**

All staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
- are in roles which involve caring for, training, supervising or being in sole charge of pupils

Will be required to obtain a DBS disclosure at the appropriate level. The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

All volunteers will have an initial Child Protection induction whereby the guidelines and procedures to follow regarding any safeguarding issues are explained. A copy of this policy is displayed in the staff room and on the school website. Please make yourself familiar with this document.

**Volunteers not requiring an Enhanced Disclosure**

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays, and those volunteers or parents who help out at specific events e.g. school fete, who do not have unsupervised access to children, do not need a DBS.

**Confidentiality**

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteers are asked to sign a *Volunteer Helpers in School Agreement Form (at the back of this booklet)*, a copy of which will be kept in school.

**Deployment of Parent Helpers**

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Parent helpers may work within their child’s class, unless it is felt that this will be a distraction and perhaps can place the class teacher in a difficult situation. Volunteers will then be asked to support in another class where there is the most need for support.
Monitoring and Review

The monitoring of this protocol is the responsibility of the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school.
This protocol will be reviewed on a 2 year cycle or earlier if necessary following consultation from staff.
VOLUNTEER HELPERS IN SCHOOL AGREEMENT FORM

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:
- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school behaviour policy with you to help you understand how we manage behaviour.
- Conduct a Child Protection/Safeguarding induction with you before you start your voluntary work.
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Treat anything you tell us with confidentiality.

If, after appropriate support and encouragement, it is determined that a volunteer is unsuitable, they will be advised by the Headteacher that they are no longer required.

We agree not to ask you to:
- Deal with difficult or challenging behaviour.
- Carry out a task that you feel unprepared to complete.

As a volunteer helper I agree to:
- Use the school behaviour policy and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason by 8.00am in the morning.
- Be punctual arriving in time for the start of sessions.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Inform school if I see any pupil at the school using the social network inappropriately (for example, children under 13 are not allowed Facebook accounts)

I agree not to:
- Look at or compare children’s work, records or staff records.
- Share any information about a child or member of staff with anyone outside the school staff team.
- Smoke anywhere on the school site.
- Request to be friends with pupils/ex-pupils on social media.
- Use my mobile phone whilst in the vicinity of children.
- Under any circumstances take photographs in school unless agreed with the Headteacher.

Name: __________________________________________

Signed: _________________________________________

Date: ___________________________________________