



'Releasing the Potential Within All'

Volunteer Policy

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 or placements
- University students
- 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
- Undertaking art & craft activities with children
- Running after-school clubs e.g. country dancing
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis, e.g. hearing children read, usually approaches the Headteacher or Deputy Headteacher directly. We want to encourage independence in all our learners and, for this reason, parent helpers and parent Governors **will not be able to assist** in any class where their own children are present. The exception to this is our Early Years Foundation Stage class where parents are welcomed as part of the induction and settling into school process. Parents who are invited to assist with an off site visit i.e. swimming, Forest School, class visits are also exempt from this criteria.

Volunteers are asked to read the accompanying guidance for volunteers document and complete the form 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 should complete the *Volunteer Agreement* (Appendix 2), which asks Volunteers to confirm they have

received a copy of this policy and are willing to comply to the conditions regarding confidentiality and Child protection.

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. At Beehive Lane we work in partnership with parents to provide children with a wide range of experiences to help them to develop as responsible individuals and to fulfil our mission of: 'Releasing the Potential Within All'

This vision is underpinned by the following aims and values.

Aims

We Believe:

- All the members of the school community should be developed as effective local, national and global citizens
- In lively and enquiring minds that would encourage lifelong learning; the ability to question and argue rationally, to work with imagination and a sense of purpose
- In striving for excellence in everything we do
- In developing confidence and resilience to meet challenges without fear of failure
- In high expectations and achievement of high standards for all
- In building effective partnerships for learning
- To develop spiritual, moral, cultural and social values
- To develop an understanding of British Values of Democracy, Liberty, Rule of Law and Respect for All

Values

- We do everything with CARE: Commitment, Aspiration, Respect and Enjoyment;
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability, orientation or disability.

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. 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 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 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 & 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 applicants to be regular Volunteers are given a copy of the Volunteer Policy (includes requirement for a reference) and Volunteer Information Sheet. They are asked to fill in and sign a Volunteer Application form, Volunteer Agreement and SD2 form.

To ensure the safety of our pupils at all times, all of our regular Volunteers must have been cleared by the Disclosing and Barring Service (DBS). A certificate is issued to the individual to produce in school if requested. The volunteer is also required to complete the Disqualification by Association documentation and be clear.

Where a Volunteer is engaged in a 'one-off' activity and is not a regular helper, e.g. helping supervise a group of children as part of a class visit, the volunteer will be asked to complete an SD2 form only and will be supervised by a regulated, approved person.

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.

Policy approved by Governing Body:
FGB March 2015

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