

Hedon Primary School

Volunteering in School

Approved by full governors 19th Nov 2014

Reviewed by committee 26th January 2016

Reviewed 23rd February 2016

Introduction

Volunteers at Hedon Primary School are always welcomed and we positively encourage members of the local community to become involved in the work of the school. Volunteers bring a breadth of knowledge and experience that enhance the learning opportunities of all the children.

Our volunteers include:

- Members of the governing body
- Parents
- Members of the local community
- Work Experience Students
- University Students on teaching practice
- Reading Friends

The types of activities that volunteers become involved in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities
- Giving talks and demonstrations
- Accompanying school visits
- Assisting with administration tasks such as photocopying

How to become a volunteer

Anyone wishing to volunteer at school, be it on a one off (eg visit) or regular basis (eg working in class), should approach the headteacher directly so requirements, availability, timings etc. can be discussed.

Before starting to help in school all volunteers should be given a copy of this policy and asked to sign to confirm they have received it.

The head teacher will require the names and addresses for two references for all regular volunteers. They will also require a valid DBS which can be carried out by the school. This will be logged by the admin team.

Supervision

All volunteers work under the supervision of the class teacher of the class which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and activities undertaken.

Volunteers should be given clear guidance from the teacher as to how an activity is carried out and what the outcome should be. Volunteers are encouraged to seek further clarification guidance regarding a query with a task or with a child's behaviour.

If a child requires first aid or comforting because they are upset, or escorting to the bathroom on a trip for example, it is important that you refer them to a staff member rather than perform the task yourself.

Health and safety

The school's Health and Safety Policy is available on the shared area on the school's network and on our website. Class teachers will ensure that all volunteers are aware of fire evacuation procedures and about any safety aspects associated with classroom activities. The health and safety officer for the school is the head teacher. Please report any potential hazards or concerns. Please refer all first aid to the school office.

Safeguarding of children

The welfare of our children is paramount. To ensure the safety of all children we use the following procedures:

- All volunteers are given a copy of the volunteering in school policy and asked to sign that they have received it.
- All volunteers who work in school on a regular basis will be DBS checked and cleared to work by the Criminal Records Bureau. A certificate is issued to the individual to produce in school. If a volunteer already has a DBS certificate we are still required to reapply for another check unless the DBS was issued by East Riding of Yorkshire Council.
- Where a volunteer is engaged for more than one session in school two references may also be sought (these may be verbal or written).

If you have any concerns or queries regarding child protection please discuss them straightaway with the head teacher or Miss Baker.

Signing in

Volunteers at the school are required to sign in the visitors' book outside the office on entry and exit. Please wear a visitors badge in the first instance until a more permanent badge can be made.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with should be voiced with the class teacher/head teacher and not with the parents/persons outside of the staff team. Comments regarding children's /staff behaviour can be highly sensitive, and if taken out of context can cause distress to parents if they hear such issues through a third party rather than directly through school. Volunteers must not write about their volunteering work on any social media forum. They are expected to sign the schools Acceptable Use Policy for Volunteers.

Concerns or complaints

The head teacher reserves the right to take the following action in the unlikely event that there is a concern or complaint regarding a volunteer in school:

- To speak with the volunteer if the policy has not been adhered to and seek reassurance that
The school policy for volunteers will be followed in future.
- Offer an alternative placement in another class if appropriate.
- Inform the volunteer that the school no longer wishes them to work in school. The full complaints procedure is available in the Complaints Policy.

Allegations of abuse or inappropriate behaviour will be investigated in line with Local Authority policy.

If you have any concerns regarding work in school please discuss them with the head teacher.

Monitoring and Review

This policy will be reviewed and updated within the school policy review cycle or as new guidance is issued.

Signed on behalf of school _____ Date _____

Volunteer signature _____ Date _____