



Thorner's Church of England VA Primary School Volunteer Policy

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at Thorner's CE VA Primary School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governing Body welcomes and encourages volunteers from the local community. Our volunteers include:

- Members of the Governing Body
- Parents and families of pupils on roll
- Students on work experience
- Ex-members of staff
- Local residents

The types of activities that volunteers engage in, to support the pupils, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Accompanying school visits

Safeguarding

Thorner's is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

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, eg hearing pupils read, usually approaches the Headteacher directly.

Volunteers should give school their contact details. Enhanced DBS checks will be undertaken by school. This is not required where a volunteer is engaged in a 'one-off' activity, but unsupervised contact would not be permitted. Any relevant school policies and documentation will be explained and issued. Volunteer records will be kept in the school office.

Our School Aims

All adults and young people who work in our school, whether as paid members of staff or as volunteers, are expected to work and behave so as to actively promote our school aims and educational purpose.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with or come into contact with should be voiced with the Headteacher or designated supervisor and NOT with the parents of the child.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher (DSL) or deputy DSL or member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time 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 and the expected outcome of an activity. In the event of any query or problem regarding the pupil's understanding of a task, their behaviour or their welfare, volunteers must seek further advice and guidance from their designated supervisor. Where the volunteer is a parent they would not be working in their child's class. If on an off-site visit they would not have responsibility for a group containing their child.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (eg Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (eg using DT equipment or accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor or Headteacher. Volunteers are covered by the school insurance.

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* (Appendix 1).
- Any concerns a volunteer has about child protection issues should be referred to the DSL or Headteacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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, eg helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's Complaints Procedure

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date agreed by the Finance and Premises Committee: November 2023

Date adopted by Governing Body: November 2023

Date to be reviewed: November 2028

APPENDIX 1

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at our 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 and give it to the school office. You will receive a copy for your records.

- I have received a copy of the school's Volunteer Policy.
- I agree to support the school's Aims.
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**.
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken. If you already have a DBS Certificate, please bring it to the school office. The number will be recorded and checks made with the issuing body. A new enhanced DBS check may be required.
- I have been made aware of who is my designated supervisor eg Class Teacher

Signed: _____

Name: _____

Date: _____

APPENDIX 2

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils 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 and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues regarding first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all the above whilst being under the direct supervision of school staff
- be committed to their group and show an interest in the focus of the visit
- assist pupils in their learning by helping them to read signs/labels/information, by asking questions that encourage pupils to think about the task and by helping to explain the areas of interest
- follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional children eg siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to photograph pupils unless using a school camera
- Volunteer helpers are not allowed to give/buy their group treats eg ice creams, biscuits, sweets before, during or after the school trip

In order to maintain effective supervision parent volunteers should not expect to be able to operate within a group containing their own child.

First Aid

You will be informed if any child in your group has medication needs. Any medicine needed will be administered 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.

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.

I have read the Volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I will support the pupils 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.

Signed: _____ Date: _____

Name: