



SAINT JOHN'S

Volunteering in School Policy

May 2021

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| Designated Member of Staff | Inclusion Lead |
| Committee with responsibility | Resources |
| Date of Issue | May 2021 |
| Frequency of Review | Bi-Annual |

| Issue Number | Issue Date | Summary of Changes |
|--------------|----------------|-----------------------------|
| 1 | December 2021 | Re-formatting of the policy |
| 2 | April 2023 | Review of policy |
| 3 | September 2023 | Review of policy |
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The school's Volunteer Policy is part of the school's safeguarding approach. It must be read in conjunction with our Safeguarding and Child Protection Policy, Safer Working Practice, Health and Safety Policy, Code of Conduct and Confidentiality Policy

Introduction

At Saint John's, our aim is to provide a secure, happy environment 'where we all flourish' through appropriate support and encouragement, in partnership with parents and carers. This positive ethos is central to the school's Christian values.

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
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis (e.g. hearing children read) should contact the Class Teacher, Head Teacher or Deputy Head Teacher. School visits will be dealt with directly through the Office.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) 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 sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy and read key school policies.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without DBS checks will not be left alone with children and will be supervised by a member of staff.

Our School Ethos 'Where We All Flourish'

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 ethos and aims.

At Saint John's, we believe that every child is entitled to enjoy his/her childhood. They will be valued for their individuality and encouraged to develop their full potential in a stimulating and caring environment. We will instil in our pupils a sense of belief and confidence, which will enable them to become life-long learners.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher or Designated Safeguarding Lead (DSL) or the Deputy DSLs. It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns, then the Class Teacher, Head Teacher or the Deputy Head Teacher should be informed directly. 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 that another adult in the school does or says should raise the matter with either the Head Teacher or the Deputy Head Teacher.

Supervision

All volunteers in class 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 to be carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health and Safety

The school has a Health and Safety Policy and this is made available 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 equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher, Head Teacher or Deputy Head Teacher.

Safeguarding and Child Protection

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

- All volunteers are given a copy of this Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- They will also be required to read our Child Protection and Safeguarding policy and Keeping Children Safe in Education document
- They will be made aware of our Designated Safeguarding Lead and Deputy Designated Safeguarding Leads.

- To ensure the safety of our pupils at all times, all of our regular volunteers will have DBS clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and will at no point be unsupervised or alone with children

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or Deputy Head Teacher. The full Complaints Procedure is available from the Head Teacher and on the school website.

The Head Teacher 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

Appendix 1

VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of volunteer:

Date of Birth:

Other names known by (including maiden names):.....

Address:

Telephone no:

What skills/areas would you like to help with in school?

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 when working as a volunteer in school? (please give details)

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the office staff. Your offer of help is appreciated and we will be in touch shortly.

Appendix 2



SAINT JOHN'S

Volunteer Agreement

Thank you for offering your services as a volunteer at Saint John's Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign this Volunteer Agreement and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer policy
- I have read and understood the School's Child Protection and Safeguarding policies
- I know who the designated safeguarding member of staff is in school
- I agree to support the School's aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

Signed

Name.....

Date.....