



Volunteer Policy

Introduction

We welcome and encourage volunteers to join our school community. Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of the children.

Our Volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils who are over 17 years old
- Students on work experience
- 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 and craft activities with children
- Assisting with after school clubs

Becoming a Volunteer

Anyone wishing to become a volunteer should approach the school bursar in the first instance.

Our School Aims

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.

Aims

Our main aim is to provide quality experiences in all aspects of school life, so enabling the children to be happy, successful and keen to learn.

We believe that children should develop self-respect and respect for others regardless of gender, race, ethnicity, religion or sexuality.

We aim to educate the 'whole child' by presenting a total experience which is right and relevant to his/her individuality and to foster intellectual, physical, cultural, moral and spiritual development.

We aim to teach a broad and balanced curriculum by carefully planning and delivering the National Curriculum.

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 or any person outside of school. Volunteers who are concerned about anything an adult in the school does or says should raise the matter with the Head teacher or if appropriate the Chair of Governors.

Personal Relationships

Any volunteer who has a personal relationship with a child/ children at our school will not be able to volunteer in the same class.

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 and 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 the children's understanding of a task or behaviour.

Health and Safety

The school has a Health and 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.) Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher /Head teacher.

Child Protection

The school is committed to safeguarding and promoting the welfare of all children and young people and all staff and volunteers are expected to share this commitment.

All of our volunteers have been cleared by the Disclosure and Barring service and are part of the Single Central Register. All volunteers have completed the Barring by Association form. All volunteers are required to sign the "Acceptable Use" declaration form before using the internet. **Mobile phones must not be used in school at any time.**

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 Headteacher.

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.
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I am signing to say I have read the above information and will adhere to all contents of the policy:

Name:

Signed:

Date: