



Volunteers Working in School Policy

Shirland Primary School

February 2023

Last Reviewed	February 2023
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Reviewed By	Chair of Governors
Next Review Date	February 2027

The school's Volunteer Policy is part of the school's safeguarding system and policy.**Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We, therefore, welcome and encourage volunteers from the local community.

Our volunteers may include:

- members of the Governing Body
- parents of pupils
- ex-pupils
- students on work experience
- ex-members of staff
- local residents
- friends of the school

The recruitment of new volunteers can take up to half term and will be dependent on the candidate and available spaces within school. The smooth running of Shirland Primary School for our pupils will always be a priority. The Senior Leadership Team maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- hearing pupils read
- working with small groups of pupils to assist them in their learning
- working alongside individual pupils, as an additional tutor
- accompanying school visits
- preparing resources to support the class teacher

Our School Aims

All adults/young people 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 aims, values and educational purpose. We want all of our children to be given the best opportunity and experiences to nurture their talent, realise their potential and be the best that they can be.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a regular basis, e.g. hearing pupils read, should approach a member of the teaching staff. The leadership team will then decide where this support is most valuable. We do not place parents in the same class as their children. If the

volunteer is unknown to the school, we will obtain appropriate references and recruit in line with **Safer Recruitment** practises.

Before starting to help in a school, a volunteer should complete the **Volunteer Agreement** which sets out the school's expectations of its volunteers and to confirm they have received a copy of this agreement. The school may seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a one-off activity or is not working alone with children.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the **Safer Recruitment** guidelines to ensure the safety of our pupils and staff and we expect our volunteers to share that commitment.

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**
- all of our frequent volunteers must be prepared to go through the Disclosure and **Barring Service (DBS)** if the activity they are doing with the children requires this
- volunteers agree to the visitors' **Code of Conduct** daily when they sign the visitors' book in Reception.

Online Safety

Online safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff, are expected to follow the **Online Safety Policy** which is available on the school website.

Mobile Phones

Personal devices, including mobile phones and wristwatch phones that connect to the internet, should not be used while volunteering. Any calls needing to be made or received should be done off the premises or in the staffroom. Volunteers should keep devices on silent and out of sight when on school property. Only school-owned devices should be used for capturing, recording and storing data or photos of children. Please refer to the school's **Mobile Phone** policy for more information.

Volunteers for School Visits

School visits are an integral part of the learning at our school and afford many pupils opportunities which are outside of their usual experiences. The class teacher leading the visit will brief the volunteers regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a member of staff, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Work Experience/Placement Students

We are happy to take students from the local secondary schools to support their learning. The secondary schools, along with colleges and universities wanting students to be placed with us, need to formally make contact with the Headteacher outlining the aims of the placement and duration.

If the placement is a part of a teaching course (BA/Bed or PGCE) the Headteacher or Deputy Headteacher will deal with further correspondents/details. Shirland Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of the school.

Confidentiality

Volunteers in school are bound by the **Code of Conduct**. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Designated Safeguarding Leads and NOT with the parents of the child/young person.

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

Safeguarding

The safeguarding of children is everyone's responsibility. Volunteers have the same responsibility as staff in relation to child protection and safeguarding- safeguarding policy and procedures will be arranged as part of the induction process. Regular volunteers will need to update this training annually.

Supervision

All volunteers work under the supervision of a teacher or other 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 class teacher as to how an activity is carried out/what the expected outcome of the activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

Health and Safety

The school has a **Health and Safety Policy** and volunteers are expected to work within the guidelines of this. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on a visit). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the Headteacher.

Complaints Procedure

If any complaints are made about a volunteer, the Headteacher will follow the school's **Complaints Policy**, which is found on the website.