



Hindhayes Infant School
Volunteer Working In School Policy
September 2021

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____
Signed: _____
Role: _____

Safeguarding:

This policy forms part of the school's safeguarding systems.

This school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

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
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the Deputy Head. This will be added to the schools records.
- Any concerns a volunteers has, about child protection issues, should be referred to the Deputy Head or Head Teacher.
- Undertake Safeguarding training with the DSL.

Introduction:

Volunteers at our schools bring with them a range of skills and experiences that can enhance the learning opportunities of pupils. The Governors therefore, 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
- Ex-members of staff
- Local residents
- Friends of the school

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

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

Becoming a volunteer:

Anyone wishing to become a volunteer, whether for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, should contact the school office. Any enquiries will be passed to the Deputy Head who will ensure that the volunteer completes a Volunteer Application with their contact details, the types of activities they would like to help with, and the times they are available to help. All volunteers will be asked to provide details of two referees who can advise the school of their suitability for a volunteering role at school.

Further Information:

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 schools 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/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

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

Supervision: All volunteers work under the supervision of a teacher or a full time member of staff. Teachers retain ultimate responsibility for pupils at all times. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety: The school has a Health and Safety policy and this is made available to volunteers working in the school. As part of their induction staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their supervisor.

Complaints Procedure: Any complaints made about a volunteer will be referred to the Head Teacher or Deputy Head, for investigation. Any complaints made by a volunteer will be dealt with in the same way. School staff can use the schools Whistle Blowing or Low Level Concerns Policy if required.

The Head Teacher or Deputy Head 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
- Provide the volunteer with a copy of the school's full Complaints Procedure.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement, which sets out the school's expectation of its volunteer and to confirm they have received a copy of this agreement. The school will seek a DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children.