Volunteer Policy

Introduction:

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 may include:

- Members of the Governing Body
- Family members of pupils or staff
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Friends of the school

The types of activities that volunteers are engaged in may include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Accompanying school visits
- Mounting art work
- Cooking

Becoming a Volunteer:

If you wish to become a volunteer you must firstly read the Volunteer Information and Guidelines Leaflet (Appendix 1) and before starting to help in school, sign the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks them to confirm that they have received a copy of this policy. You also need to provide a character reference and may also need to fill in a Disclosure and Barring application. You must provide the character reference and check with the school office whether you need have a DBS check **before** starting to volunteer in school.

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 aims.

At Thorley Hill Primary School we are committed to providing an education for all of our pupils that will ensure that they are successful and confident members of the community and have an embedded life-long love of learning. We aim to do this by:

- *developing the values of respect, honesty and equality;*
- *promoting emotional well-being through developing self-belief, self-confidence and independence;*
- *providing opportunities for the best possible achievement of all children in a climate of high expectation;*
- *through the ethos of a growth mind-set, develop individuals who embrace challenge;*
- *offering all children a diverse, enriching and exciting curriculum that ensures they are well prepared for future learning;*
- *encouraging parental/carer engagement in education through good communication and the development of close working relationships;*
- *providing an inclusive and caring environment where children are aware of the importance of keeping safe and leading healthy lives;*
- *making the school a part of the local community by developing strong and productive links;*
- *creating positive opportunities and attitudes for life-long learning for all members of the school community.*

Thorley Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The health and safety of our children is of paramount importance. All safeguarding legislation and guidance are strictly adhered to in order to ensure that our children can flourish in a safe, secure and caring environment*.*

Confidentiality:
Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with and come into contact with should be voiced with the class teacher and **NOT** with the parents of the child or persons outside school. 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 another adult in the school does or says should raise the matter with the Head Teacher or Deputy Head Teacher.

Supervision:
In a classroom setting, 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 or problem regarding children's understanding of a task or behaviour.
Volunteers who run an extra-curricular activity are linked to a designated member of staff and should seek further advice / guidance from this person with any problem regarding children's or behaviour.

Health & Safety:
The school's Health and Safety Policy is available on request to volunteers working in the school. Class teachers or the designated member of staff should 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 /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the designated member of staff in the first instance.

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 our Volunteer Information and Guidelines Leaflet and asked to sign the Volunteer Agreement (Appendix 2), of the policy.
- To ensure the safety of our pupils at all times, volunteers who work with children on a regular basis must be cleared by the Disclosure and Barring Service (DBS). A DBS certificate is issued to the individual, the school is notified of the clearance by the DBS team and a central record is maintained in school. All volunteers are required to provide a character reference.
- Volunteers are asked to read and adhere to our Child Protection Policy, which can be found on our website.
- Volunteers are expected to attend annual safeguarding updates/training and to sign to state that they have attended such training and received the relevant paperwork.
- Any concerns about a child or disclosures from a child should immediately be reported to the Designated Senior Person (Head Teacher) or in their absence the Deputy DSP (Deputy Head Teacher).

Complaints Procedure:
Any complaints made about a volunteer will be referred directly to the Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or Deputy Head Teacher.
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.

The full Complaints Procedure is available from the school office.

Monitoring and Review:
This Policy will be reviewed annually and updated in the light of any new guidance received.

Appendix 2

Volunteer Policy

Volunteer Agreement

Thank you for offering your services as a volunteer at Thorley Hill 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 to the school office.

- I have received a copy of the School's Volunteer Policy and have read the Volunteer Information and Guidelines Leaflet.
- I agree to support the School's Aims and Values.
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I agree to read the Child Protection Policy, which can be found on the school's website and attend any relevant training.
- I understand that I might be required to undergo a Disclosure and Barring check disclosure to advise the school of my suitability as a volunteer

Signed: _____

Name: _____

Date: _____