CHRIST CHURCH FIRST SCHOOL

-Volunteers in School Policy-

Headteacher: Mrs A Graham

Chair of Governors: Mr M Bird

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Christ Church C.E. First School
Northesk Street, Stone
Staffordshire, ST15 8EP
Tel: 01785 336545
Company registration Number: 07702211
Email: office@christchurch-stone.staffs.sch.uk
Website: http://www.christchurch-stone.staffs.sch.uk

Christ Church First School Volunteering in School Policy

The school's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection policy, Health and Safety and our Safeguarding policy. Other policies (such as our e-safety policy may apply depending on the nature of the volunteering.)

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 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 are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- 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 or Headteacher. School visits will be dealt with directly through the Office and are not subject to the application process.

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 1), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff. Volunteers will also be given a copy of the latest KCSIE to read before starting. As part of our Safer Recruitment and Safeguarding processes, we will need to see character references prior to starting work 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 and educational purpose as identified below:

- Nurture the diverse talents of our children, widen their horizons, develop their appetite for learning enabling them to live life to the full
- Demonstrate compassion and understanding towards all children in the school so that they feel safe, supported and cared for. "I see you and you matter" is how we view all children.
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast-changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally, whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

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 or Designated Safeguarding Leads who are Amy Graham or Sally-Ann Barr. 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 Headteacher 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 another adult in the school does or says should raise the matter with the Headteacher.

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. No volunteer should be left alone with the whole class.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/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 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 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.

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 made aware of our Child Protection and Safeguarding policies
- They will be made aware of our Designated Safeguarding Leads Amy Graham and Sally-Ann Barr
- To ensure the safety of our pupils at all times, all of our volunteers must 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 at no point unsupervised or alone with children.

Complaints Procedure
Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher.

The Headteacher 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 Headteacher

Monitoring and Review
This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

School Day
The school day runs from 9.00am to 3.20pm.
Volunteers should arrive between 8.30am and 8.45am

Dress Code
Dress code is smart work clothing. Our children wear a uniform so we need to be good role models.

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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)

Please provide contact details of 2 people who can provide a character reference to support your application. (Email addresses will do):

1.

2.

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

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Volunteer Agreement

Thank you for offering your services as a volunteer at Christ Church First 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 am aware of 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……