



Kennington Primary School

Volunteers in School Policy

<i>Reviewed by</i>	<i>Date</i>	<i>Signed</i>
<i>Head Teacher</i>	<i>October 2015</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>October 2016</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>October 2017</i>	<i>S. Pritchard</i>

Introduction

Volunteers at Kennington Primary 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
- Secondary Students on work experience
- Parents
- Ex parents
- University students
- 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 & craft activities with children
- Running after-school clubs e.g. country dancing
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer in a Class

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, should approach the Headteacher or Deputy Headteacher directly. They will then be given an introductory session in school which must be completed satisfactorily.

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

Volunteer Sessions

Due to the length of the school day and the timetabling of lessons, we offer volunteers one of two sessions in which to come into to school. These are session one: 8:45pm – 12pm or session two: 1pm - 3pm.

If you choose to volunteer during session one, then you will be asked to carry out some duty during break time such as being in the playground or helping the teacher prepare for the next lesson.

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 / persons outside school. Comments on children's behaviour or learning can and if taken out of context, cause distress to the parents of a child, particularly 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 or Deputy Headteacher.

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 / 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 & Safety

The school has a Health & Safety Policy and this is available 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 / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Deputy Headteacher.

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 the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.
- If a child discloses feelings or information relating particularly to child protection, this should be shared promptly with the Headteacher or Deputy Head teacher. The Headteacher and Deputy Head teacher are the DSLs (Designated Senior Leaders) for our school. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher /Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy 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 available from the School Office.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfES or LEA.

Signed by:

**APPENDIX 1
VOLUNTEER INFORMATION SHEET**

Full name : _____

Other names known by (including maiden names):

Date of Birth: _____

Address: _____

Vehicle Reg: _____ Colour _____

Phone: _____ Mobile _____

Email: _____

Details of next of kin: _____

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)*

Which days would you like to volunteer? Please circle.

Monday

Tuesday

Wednesday

Thursday

Friday

*Which session would you prefer? Please circle **ONE ONLY***

Session One: 8:45am-12pm

Session Two: 1pm – 3pm

Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the Deputy Headteacher

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Kennington Primary 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 Sheet 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 agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Criminal Record Bureau check to advise the school of my suitability as a volunteer.

Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all authorisation or ID cards, together with any other school property, must be returned.

I offer my services voluntary and unpaid as a helper at Kennington Primary School. I understand that I will work under the direction and supervision of the professional staff when working in the school. I understand that I will not discuss or disclose any issues witnessed while helping in classes. Any concerns or observations will be discussed with the Class Teacher or Headteacher.

I will sign in/out at the Office for each visit in accordance with the fire regulations.

Volunteer time agreed _____

Signed: _____

Name: _____

Date: _____