

## **Mayfield School Volunteering Policy**

We welcome, encourage and value the contribution volunteers make to the school. They bring with them a range of skills and experience that enrich and enhance learning opportunities for the pupils at Mayfield School.

As a school, we are committed to safeguarding and promoting the welfare of the pupils in our care; we expect all staff and volunteers to uphold this commitment. We welcome volunteers from all walks of life, from our local and wider community as well as other counties and abroad. Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Activities our volunteers can engage are unlimited and may include the following:

- Working with small groups of pupils
- Working alongside individual pupils
- Supporting Extra-Curricular clubs and sports
- Accompanying school visits
- Providing positive role models and 1:1 support
- Gaining work experience

### **Becoming a Volunteer**

If you wish to become a volunteer, either for a one off event or on a more frequent basis, please complete the Volunteer Information Sheet at the end of this policy and return this to the School Reception or [General@mayfield.portsmouth.sch.uk](mailto:General@mayfield.portsmouth.sch.uk). The Headteacher or the Heads of School will then make contact with you to discuss the details of your volunteer commitment at Mayfield.

You may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check). You will also be invited to attend Safeguarding training offered by the school in addition to compulsory Safeguarding sessions as part of induction. Volunteers shall be assigned based on teacher requests and needs.

### **Code of Conduct for Volunteers**

- Sign in. When arriving at school please report to the reception, sign in and wear a red visitor lanyard or blue DBS checked member of staff lanyard. It is important to know who is on the school premises at all times and to be known to others on site by seeing your name.
- Please sign out and hand in your red visitor lanyard when you leave the school building. Those with a blue lanyard must return them to the school upon completing their placement or volunteering period.
- Confidentiality. All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Volunteers may have access to personal information about some individuals, or other information. Mayfield School needs to be able to trust their volunteers to protect the privacy of the pupils and staff.
- Any concerns you have about a child or another adult in school must be directed to the class teacher or the Leadership Team and NOT to any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff. Any volunteer who breaks this confidentiality and trust will be asked to leave.
- Supervision. All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the class teacher retains the responsibility for the pupils, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the teacher they are working with and you are encouraged to seek further advice in the event of a query or problem regarding the pupils.

- Safeguarding/Child Protection. If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the class teacher as per Safeguarding in Induction. If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen to, make no promises of confidentiality or ask any questions, then write down what the child said and hand this to a member of staff or the Designated Safeguarding Lead without delay.
- In the event of a child having an accident or injury whilst with a volunteer, the volunteer must report the incident immediately to the class teacher to ensure that necessary procedures take place with regard to treatment, communication with families and incident reporting.
- Volunteers must not administer first aid treatment.
- Volunteers must inform the school if they may be pregnant, or has any medical condition that imposes restriction, as we do not want to put anyone at risk.
- Health and Safety The school has a Health and Safety Policy. You will be made aware of the school evacuation procedure (e.g. fire alarm evacuation) and about any safety aspects associated with certain tasks.
- Volunteers must wear clothing that adheres to the staff dress code.
- Please set a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school, this also applies to your own child and those you may know.
- Treat all pupils equally, never build a “special” relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils in the same professional manner.
- If working on a one to one basis with a child, stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all times when in school. Do not make calls, exchange texts, emails, phone numbers or personal details or access social networking sites whilst in school. Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher on a school approved equipment.

### School Lanyards

- Visitors to the school wear red lanyards.
- Regular volunteers who have completed and signed the Volunteer Agreement should continue to wear a red lanyard until the school receives a clear DBS certificate.
- When the school receives a clear DBS certificate for a volunteer, a blue lanyard with name badge will be issued.
- Blue lanyards and name badges **must** be returned at the end of the placement.

## Volunteer Information Sheet

Name:	
Address:	
Telephone number:	
Email address:	
What skills/areas would you like to help with in school?	
What days of the week or hours would you like to volunteer?	
Are there any particular age groups you would like to work with?	
Do you have any disabilities/ other needs (including pregnancy) that we need to take into account when working as a volunteer in school?	
Signed:	
Date:	

Please hand this form into the School Reception or email it to [General@mayfield.portsmouth.sch.uk](mailto:General@mayfield.portsmouth.sch.uk)

We will be in touch with you shortly.

## Volunteer Agreement

Thank you for offering your services as a volunteer at Mayfield School. Your offer of help is appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand in into the School Reception.

Name:	Date:
Start date for placement and working pattern:	End date for placement:
I have read and understand information set out in Mayfield Volunteer Policy.	
I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.	
I understand that anything I see or statements that I hear are of a confidential nature.	
I am willing to be DBS checked.	
If I have cause of concern arising from something I hear or from something I see, I will speak to the member of staff with whom I am working or LT member of staff.	
I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.	
I will ensure that I will inform the school when I am due to leave so that an exit interview can take place	
I will ensure that I return any school property including a blue lanyard at the end of my placement.	

Signed by volunteer:

Date:

Signed by the school:

Date:

## End of Placement Exit Interview

Name:	
Dates of Placement:	
Placement details:	
Experience gained:	
Skills observed:	
Future volunteering opportunities:	
Future aspirations:	

I can confirm that all school property including blue lanyards have been returned at the end of the placement.

Signed by volunteer:

Date:

Signed by the school:

Date: