



Scotforth St Paul's CE Primary and Nursery School

Learning, growing and caring as part of God's family.

Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.



Volunteers in school policy

At Scotforth St. Paul's C of E Primary School, we recognise and value the effort taken by parents and other volunteers who contribute towards the life of our school. We appreciate the positive impact that they have on pupils' learning. We encourage their assistance and acknowledge that many school activities and processes would be at risk if it were not for their help. We invite volunteers into school in a variety of ways (newsletter, word of mouth, personal invitation) and try to match the volunteer skill set to what they are asked to do. We want to make sure that their time spent in our school is productive and enjoyable. This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers.

How do volunteers support the school?

Parents or other adults work alongside teaching and non-teaching staff to support pupils in a variety of ways:

- Supporting individuals or groups of children within classrooms;
- Reading with individual children;
- Helping with resource preparation and management;
- Helping with supervision of children on school trips;
- Helping with art and other practical activities; and
- Supporting or leading extra-curricular activities.

For the purpose of this policy, a volunteer will be engaging in 'regulated activity' if they work unsupervised when supporting children, volunteer regularly, or provide pastoral care on a one-off basis. Accompanying a class on a school trip (under the direct supervision of a member of staff) is unlikely to be classed as regulated activity.

Safeguarding

For the safety of our pupils, volunteers carrying out regulated activities are required to submit a Disclosure & Barring Service form (DBS) specifically for their role within our school and show ID to the school. Once completed, and an acceptable DBS disclosure has been returned, the reference number must be shared with school prior to starting their volunteering role.

Volunteers will be made aware of the school's Designated Safeguarding Lead (DSL), Miss Sarah Huddleston and Deputy DSLs Mrs Ruth Atkinson and Miss Emma Flynn, and will be instructed to report any disclosure made by a child to the DSL/DDSL.

During the induction process, volunteers will be provided with safeguarding information along with relevant school policies (see list below) and will be required to sign that they have read and understood them.

Volunteers will be provided with safeguarding information related to specific children using a proportional, risk-based approach.

We have a duty to ensure that the welfare of pupils is promoted and that they are safeguarded from harm. The Headteacher reserves the right to inform any volunteer that their services are no longer needed, either on a temporary basis or permanently.

School Policies

All volunteers will be required to complete an induction process, with a member of the SLT. As part of the induction process, volunteers will be required to make themselves familiar with school policies and procedures which include the following:

- Safeguarding and Child Protection (on the school website)
- Keeping Children Safe in Education (Part 1)
- Guidance for safer working practice for those working with children and young people in education settings
- Acceptable Use of Digital Technologies
- Pupil Behaviour policy (on the school website)
- Staff Code of Conduct (we expect volunteers to behave with the same level of professionalism as staff)
- School/classroom routines and tour of the building
- Fire and Emergency procedures
- First Aid arrangements

Volunteers will ensure they are familiar with emergency procedures and of any health and safety aspects relating to the activity they will be undertaking. In addition, any volunteer that notices a potential hazard which may put another individual at a risk of harm, will report this immediately to the Site Supervisor, School Business Manager or Headteacher.

It is school policy that parent volunteers do not support in their own child's classroom, as this can be upsetting for the child and others in the class. Volunteers will be asked to state a preference for age range and the school will try to accommodate that preference. However, it is worth noting that volunteers will usually be asked to support in classes where there is the greatest need.

Confidentiality

As a school, we are in a position of trust. Parents trust that their children are safe in school and that their welfare and progress is treated with complete confidentiality. It is essential that volunteers respect confidentiality and follow the school's protocol. There are many things which must be kept completely confidential which include, but are not limited to, pupil progress and attainment, medical needs and personal issues which may impact on progress or behaviour in school. Volunteers are not permitted to discuss any confidential information regarding a pupil or a member of staff, with any other individual at the school. There may be instances where a volunteer is required to pass information to a specific member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers should refer any parent who asks about a child in school to the class teacher in all instances and should not try to inform them themselves.



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Volunteer induction checklist

Once you have read and understood the following policies/procedures, please tick, sign and return this sheet to the school office:

• Safeguarding and Child Protection Policy	
• Keeping Children Safe in Education (Part 1)	
• Guidance for safer working practice for those working with children and young people in education settings	
• Acceptable Use of Digital Technologies	
• Pupil Behaviour policy	
• Confidentiality statement	
• Staff Code of Conduct (we expect volunteers to behave with the same level of professionalism as staff)	
• School/classroom routines and tour of the building	
• Fire and Emergency procedures	
• First Aid arrangements	

Signed: _____

Date: _____