



St. Nicholas C of E Primary School

Policy for the Use of Volunteers in School

Our Vision Statement

“To maximise the learning potential of every pupil within the love of God.”

Date reviewed: September 2020

Reviewed by: J. Harper

Approved by Headteacher: November 2020

Date of next review: Autumn 2023

Introduction

Our school supports all pupils well through the effective deployment of well-qualified and experienced staff at all levels.

However, we recognise that additional, unpaid support within the classroom and around the school can enhance the work of our pupils, foster community links and provide work experience for some adults. We therefore positively encourage parents and associated people to volunteer their help and expertise.

The school adheres very strictly to all safeguarding procedures. All volunteers will be vetted through the Disclosure and Barring Service (DBS).

Activities undertaken by volunteers may include:

- Craft activities
- Costume making for productions
- Reading partnerships
- Accompanying educational visits
- Sports and games clubs, practices, etc.
- Helping with cooking and other activities
- Library, changing books, etc.

The school also provides work experience opportunities for Year 10 pupils from neighbouring high schools as well as work experience for those attending a Teaching Assistant course at local colleges.

A volunteer will not be left in charge of pupils.

The volunteer will be expected to follow the guidance of the class teacher who is, at all times, responsible for that person.

Each volunteer is given a copy of this policy and has their attention drawn to Appendix 1 which sets out important information regarding safeguarding, fire safety, first aid and other essential procedures. They will normally meet with the Deputy Headteacher who will arrange a placement for the volunteer or student.

Each volunteer is also given a copy of our school's Code of Conduct for Staff and Volunteers which outlines how we expect all of our staff and volunteers to behave in school.

Each volunteer is then asked to sign the Volunteer Policy Declaration (see Appendix 2) to signify his/her acceptance of both this policy and our Code of Conduct.

Every voluntary helper will be expected to comply with all school policies, particularly those relating to confidentiality. If, at any time, it is felt that confidences are being broken, then the volunteer will be refused.

Class teachers will ensure that the volunteer is made to feel welcome. They will make arrangements for breaks to be taken in the classroom or elsewhere, rather than in the staffroom.

Appendix 1

Information for volunteers prior to commencement of voluntary work in school.

These guidelines are basic and are designed for volunteers but at all times if, as a volunteer, you have any questions please speak directly to the teacher you are working with or the Deputy Headteacher.

Safeguarding

From time to time, particularly in the role you are in, you might find that a child wants to tell you a secret. You must make it clear that you can hold no secrets. If the child begins to tell you something which you think is a concern in terms of their safety, please speak to the teacher to whom you are assigned. Please don't ask leading questions or enter into a debate with the child.

Any concerns about the safety and welfare of a child or children should in the first instance be referred to the class teacher to whom you are assigned.

Be very aware of where you are with the children. Make every effort to ensure that you are at no time left in a room on a one to one with a child for your own safety. Always work where there are other adults or children.

Fire Safety

In the unlikely event of the sounding of the fire alarm, your main concern is to evacuate the children you are with to the assembly point in the playground. Please check the location of this and all likely escape routes with the class teacher to whom you are assigned. Once there please remain with the class to whom you are assigned so that everyone can be accounted for.

First Aid

Except in cases of absolute emergency, first aid must only be administered by staff who have current (i.e. within the last 3 years) first aid training. Administering first aid includes every sort of treatment from cleaning a graze and putting a plaster on right up to applying bandages and slings. It also includes giving a child an ice pack. Therefore, if you think one of the children you are working with needs first aid attention, please refer this to a member of staff.



Appendix 2

St Nicholas C of E Primary School – Volunteer Policy Declaration

- St Nicholas Code of Conduct for Staff and Volunteers
- St Nicholas Policy for the Use of Volunteers in School

I have read, understood and will abide by the above policies.

Signed

Name

Date