

**Live Together,
Learn Together,
Grow Together**



Volunteers Working in School

Stilton Church of England Primary School

Policy Statement and Code of Conduct



Stilton Church of England (C) Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be undertaken for successful applicants.

Volunteers Working in School

1. Introduction

The Governing Body recognises that Stilton Church of England Primary School benefits from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

We believe that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Stilton Church of England Primary School without encroaching on the professional teaching responsibilities of the teachers.

2. Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

3. Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- members of the Governing Body
- parents, carers, guardians, elder siblings or grandparents of pupils
- students on Work Experience or Placement
- university Students
- ex-members of staff
- local residents
- members of FoSS
- staff family members

4. Types of Activities

Activities volunteers may be engaged in could include any of the following (this list is not exhaustive):

- reading with children
- working with small groups of children
- preparing resources for a future lesson
- accompanying educational visits
- escorting children on local walks
- running or assisting with an after school club
- social activities such as running a disco
- fundraising activities

5. Becoming a Regular Volunteer

Anyone wishing to work as a volunteer on a regular basis (ie weekly) should request a Volunteer Application Pack from the School Office. This should be completed and returned to the office.

When two satisfactory references have been received by the school, the Headteacher will interview the potential volunteer and if the volunteer meets the criteria, an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign a code of conduct.

Following the interview the volunteer will need to meet with the School's Finance Manager to undertake a DBS check; which will require three forms of identification.

An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Fourfields. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers. Care will be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from the Finance Manager.

6. Volunteering to help at events

From time to time, the school may request volunteers to help with educational visits, community events; eg, Macmillan Coffee Morning, FoSS events. In these circumstances a DBS check is not required but volunteers are expected to adhere to the code of conduct.

When organising educational visits or events, school staff will ask for volunteers and set a deadline for offering to take part. After the deadline, staff will evaluate the number of volunteers and contact them inviting them to take part or explaining that we have sufficient numbers.

7. Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's Volunteer Guide which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school's website www.stiltonprimary.co.uk or from the school office.

- Safeguarding Protection Policy
- Safer Care Code of Conduct Policy
- Safeguarding Guidance
- Behaviour Policy
- Health & Safety Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

8. School Values

All adults who work in school are expected to work and behave in such a way as to promote our school mission statement and values.

9. Mission Statement: *Live Together, Learn Together, Grow Together*

At Stilton Church of England Primary School we view all members of the school community as lifelong learners. We aim to provide a caring, happy, safe school in which creativity and individuality can flourish.

Our learners demonstrate:

- a love of learning
- responsibility and respect
- high standards of behaviour
- independence and self-motivation
- curiosity confidence and self esteem
- teamwork

10. Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

11. School's Expectations from Volunteers

School expects all volunteers to:

- adhere to the name protocol for staff i.e. Miss Smith , Mr Brown
- adhere to the school's Health and Safety Policy, Safeguarding Policies, codes of Conducts and ICT Acceptable Use policy
- be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately (smart casual with no jeans).
- refer any behavioural or safeguarding concerns to the class teacher.
- commit to a regular window of time to allow teachers to plan activities to include the volunteer
- advise school as soon as possible when they are not able to attend.

12. Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

13. Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- offer an alternative placement or activity for a volunteer
- inform the volunteer that the placement has been withdrawn

Stilton Church of England Primary School Code of Conduct for Volunteers

Stilton Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Volunteers should always:

- adhere to all school policies and follow the guidance 'Safer Working Practices for Staff Working with Children'
- treat all members of the school community with courtesy and respect
- be positive role models for the children at all times
- treat all children equally
- report any child protection concerns immediately to the Headteacher or member of the Senior Leadership Team in her absence
- share any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately
- discuss any concerns with school staff when they arise
- respect the confidential nature of working with children, including your own or family members' children, and not discuss staff, children or incidents with other members of the community
- talk to school staff if you are not in a fit and proper physical or emotional state work with children; for example, under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children or under extreme stress which is likely to impair your judgement
- respect that school staff cannot discuss your children/grandchildren when working as a volunteer
- let the school know if you cannot work as a volunteer as soon as possible
- respect the day to day working of the whole school, enhancing the work of school staff and not taking on additional roles; for example, organising educational visits, arranging transportation for children, requesting money

I have read the Code of Conduct for Volunteers; Safer Working Practice for Staff Working with Children and Keeping Children Safe in Education part one and agree to follow them at all times.

Name.....

Signed

Date