

St Saviour's C of E Academy

Volunteers Working in School Policy

Summer 2020

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our 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
- Ex-members of staff
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Friends of the school

The types of activities that volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Library work
- Food technology work

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis should approach the Principal or Vice Principal directly to discuss their availability and skills.

Volunteer Induction

All volunteers in school will receive an induction from either the Principal or Vice Principal. All relevant policies will be shared. Expectations and procedures will be made clear and guidelines given.

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 the school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a

child 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

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 and Safety

The school has a Health and Safety Policy and this is available to volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation/First Aid) 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/headteacher.

Child Protection/Safeguarding

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 the volunteer agreement.
- To ensure the safety of our pupils at all times, our volunteers must have a current DBS that the school has requested
- Where a volunteer is engaged in a 'one-off' offsite activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. The class teacher will ensure that these volunteers are kept under the constant supervision of the school staff

Complaints Procedure

Any complaints made about a volunteer will be referred to the Principal/Vice Principal for investigation. Any complaints made by a volunteer will be referred to the Principal/ Vice Principal.

The Principal reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.

Monitoring and Review

Written Summer 2020

Principal L Davis

Chair of Governors M Weller

Review Summer 2023

Signed

Davis
Mjweller

Signed

St. Saviour's C of E Academy

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St. Saviour's C of E Academy 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 to school. You will receive a copy of it for your records.

- I understand Safeguarding Procedures
- I have been part of an induction programme
- I have received a copy of the Volunteers in School policy
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to hold a current Disclosure & Barring Service check (not work experience)

Signed

Name

Date

