Hamworthy Primary Schools

Twin Sails Infant School & Nursery

Hamworthy Park Junior School

Volunteers Policy

Adopted by Governors: Awaiting Approval

Review due: September 2025

Volunteering

The Governors, teachers and young people in our school all appreciate the special support that adult helpers give both in and outside the classroom. Adult helpers come from a wide variety experiences and bring with them a range of skills and knowledge that enriches and supports the work of the school.

Activities undertaken

Adult helpers may assist in one or more ways:

- **In the classroom** – hearing children read;
- **Administration tasks** – preparing resources, photocopying, cutting out lettering ;
- **On school trips** – supervising a small group of children during the outing;
- **Events** – supporting a fund-raising event such as the summer fair or supporting a special lunch such as Christmas;
- **Premises related** – grounds improvements such as gardening

Supervision and support

To ensure every volunteer has a positive start and time with us at the Federation, we will provide a supportive induction and continued support, in the form of an assigned member of the staffing team, depending on the 'role' of the volunteer.

Recruitment

Volunteers are seen by children as safe and trustworthy adults, and therefore educational must ensure high standards of safeguarding practice and recruitment are adhered to when recruiting and using volunteers, to keep children and young people safe. The Federation follows the guidance within Keeping Children Safe in Education 2024.

Therefore, the Federation outlines the processes and measures put in place to ensure that all our children are safeguarded. The follow steps illustrate the processes required:

- Termly advert to recruit – to include descriptions of the volunteering roles
- 'Expressions of Interest to Volunteer' – form, completed in order to be short-listed;
- 'Job application' form
- Short-list suitable candidates
- Recruitment selection meeting
- Successful volunteers will be subjected to safer recruitment checks such as Disclosure and Barring Check, 2 references.

As part, of this process, discussions about where you would best be placed will be had. The schools operate a system where parents are not working within their own child's class.

No one has a right to be a volunteer in a school/setting, or college, the Headteacher makes a decision about whether volunteers would enhance the staff group, if the school has the capacity to deploy everyone effectively, and if so, who those volunteers should be.

Volunteers will be recruited at the beginning of each term, in order to provide effective induction and support programme. This will be in September, January and April. If a new parent/ volunteer wishes to apply in between the application will be held and considered in accordance with the above dates.

Induction

On commencing your role as a volunteer, you can expect to receive an induction covering aspects such as the role itself, school culture and ethos, confidentiality, evacuation procedures, health and safety, first aid, no smoking policy, etc.

Overall, responsibility lies with the Executive Headteacher, supported by the Head of Schools and Deputy Head of the Federation.

Attendance and availability

The assistance that adult helpers give is greatly valued and the class teacher or member of staff assigned will have planned helper activities into the structure of the day and week.

Please let the school know at the earliest opportunities if you are unable to make a planned session so that other arrangements can be made.

Disclosure and Barring Check

Disclosure and Barring Checks are carried out to identify whether or not individuals working with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm. These checks are done to protect the children and also to protect the individuals themselves.

Having a criminal record does not automatically prevent an individual from being a helper. The Executive Headteacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Should you have been or become convicted of a criminal offence that may have a bearing on your acting as an Adult Helper you should tell the Executive Headteacher. This will allow the Executive Headteacher to assess whether it is acceptable for you to continue with your helper role, whether the activities you assist with should be changed, or whether it is the best interests for all concerned for you to no longer act in this capacity.

All discussions and paperwork relating to Disclosure and Barring clearance are entirely confidential.

Confidentiality - Adult Helpers may, in the course of their role, be made aware of or become aware of, confidential issues/details about pupils or staff. Such information must be maintained as confidential and is not to be discussed with third parties.

Standards Of Behaviour And Disciplinary - Adult Helpers will be expected to act as good role models for young people and support the school's culture and ethos through appropriate behaviour. There is no formal disciplinary procedure for school volunteers. However, the Headteacher may need to draw the attention of any volunteer helper to behaviour which is not appropriate. In some rare cases the Headteacher may cease their involvement with school activities.

Equal Opportunities And Diversity - We believe that equality or opportunity should be given to all sections of the school community. We work to recognise discrimination and inequalities of opportunity that people suffer and take action to reduce them. Our Equalities Statement and Action Plan are available on the school website.

Problems or Grievances - If you have any problems or grievances that you need or wish to raise with the school please raise them, in the first instance, with the class teacher to whom you report. If for any reason you are unable to, or do not wish to speak to the class teacher, please raise your concerns with the Headteacher or Deputy Head Teachers.

Health And Safety - Volunteers must comply with the Federation's Health & Safety Policy & Procedures which includes the reporting of accidents and incidents of violent and/or threatening behaviour. If, in the course of your voluntary activities, you become aware of any dangerous practices or situations please also report these to the class teacher, or Assistant Headteachers.

Insurance - Schools must have insurance cover for individuals providing help and assistance as volunteers, providing cover whilst the volunteer is actively engaged in the role. This is usually encompassed under the employer's liability and personal accident policies, recognising that helpers are assisting with the usual day to day school activities. Such insurance allows for eventualities that may lead to liability claims. The Federation's insurance does not cover loss or damage to volunteers property.

Status - In providing these guidance notes we do not intend to create a formal contract or enter into an employment relationship. The school is not obliged to offer you volunteer duties and if offered you are not obliged to accept it.