

Yorkmead J&I School

Volunteer Agreement Policy

December 2023

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Review: 18.12.2024.

VOLUNTEER AGREEMENT POLICY Yorkmead J&I School

Thank you for offering your services as a Volunteer at Yorkmead J&I School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Yorkmead J&I School is committed to the safeguarding and well-being of all its pupils and staff.

Definition

Volunteers may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the local community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunity.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. This agreement is for the academic year September 2023 to August 2024. This policy sets out the arrangements for volunteer helpers only.

You will receive a copy of it for your records.

1 Introduction

- 1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible and are provided at the same time with the best possible security.
- 1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- teachers.
 - teaching assistants.
 - caretaker.
 - cleaners.
 - dinner supervisors.
 - school secretaries.
- 1.3 Adult workers employed by another organisation.
- peripatetic music teachers.
 - trainee teachers.
 - LEA advisers and inspectors; **ALL WEAR SIGNING IN STICKERS**
 - health visitors.
 - contract workers (for example an electrician or heating engineer).
- 1.4 Volunteer helpers:
- parents or other adult helpers working alongside teachers.
 - students on work experience **ALL WEAR SIGNING IN STICKERS**
 - governors

2 Volunteer helpers

- 2.1 Volunteer helpers support the school in several ways, including:
- supporting individual pupils.
 - hearing pupils read.
 - helping with classroom organisation.
 - helping with the supervision of children on school trips.
 - helping with group work.

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- helping with art or subjects involving other practical activities.

2.2 Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class.
- change children or supervise them changing.
- supervise children engaged in PE or other specialist activities.
- take children off the school site without a teacher in charge.
- talk in depth to a child who is upset.
- administer any form of first aid to a child.

The responsibility for the health and welfare of the child always remains with the class teacher.

3 Signing in and out

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should always wear. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

4. Confidentiality

4.1 During your time as a helper you will become involved in conversation with individual children. You will also become aware of different abilities and levels of behaviour in different children. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly, when you join the Staff in the staff room at break times you may well be privy to comments and opinions that you would not otherwise have expected to hear in a formal teacher/parent relationship.

It is important to remember that anything you might learn as the direct result of acting as a helper, whether it refers to a child or a member of staff, must remain in absolute confidence.

You may well be asked by a friend to comment on a particular child or on a member of staff or even on an incident to which you may have been a witness. Your answer must be to the effect that as a helper at the school you are unable to make any comment. You should also make it clear that any enquiries should be made through the class teacher, the Head teacher and then the Chair of Governors of the school.

4.2 During your time at Yorkmead J&I School any documentation that you may have access to are strictly confidential and should be treated as such. **All staff at the school are expected to observe the same rule.**

5 The School Day

5.1 The school day begins at 8.45am.
Morning break is from 10.20 to 10.35 in Key Stage 1.
Morning break is from 10.55 to 11.10 in Key Stage 2.
Lunch is at 12.10pm to 1.20pm in Key Stage 2.
Lunch is at 12.30pm to 1.30pm in Key Stage 1.
Assembly is 9.10pm to 9.20pm.
School finishes at 3.30pm (Mon-Fri).

5.2 Break and lunchtimes

You are welcome to make a drink, which will be provided at break or lunchtimes and then take this to the resource area with other parent helpers. However, please be aware that any discussions heard in the staffroom must remain confidential to the school, or any information that is seen on the walls/notice board. **If outside break or lunchtimes, please do not enter the staffroom without permission of the head teacher and check with the school office.**

6. A Few Hints to Guide You

- 6.1**
- Try to get into school a few minutes before class so that you and the teacher have time to talk about what you are doing before all the children come in.
 - Make sure you understand clearly what you are expected to do.
 - Have high expectations of behaviour. We have high expectations of the children in all that they do.
 - At Yorkmead J&I School we believe in emphasizing, praising and reinforcing good behaviour. By good behaviour we mean:
 - Being on task.
 - Turn taking and sharing equipment.
 - Consideration and respect of others.
 - Caring for and looking after our school environment.
 - Acting sensibly when moving around school.
 - Praises and rewards can include something as simple as a smile or a sticker. You may want to mention children to the teacher for a special award at some time.
 - If a particular child causes you a problem, please let the teacher know.
 - Encourage independence – help children to choose their own materials. Support, guide, make suggestions, **but don't do it for them!** Encourage children to have a go. Encourage children to talk about what they are doing; this makes them think.
 - Ask questions where a child cannot answer with a yes or no. Here are some examples:
 - How did you do that?
 - What do you think would happen if...?
 - What do you think will happen next?
 - What did you notice?
 - Encourage children to pack up and tidy away for themselves. This sometimes takes longer than doing it yourself, but it is vital to encourage independence.

Feedback to the teacher anything they might need to know e.g. Did the child settle well to the task? Did they find it easy or difficult? If you are unsure of, uncomfortable or unhappy with what you are asked to do, please tell the teacher immediately.

7 Child Protection

- 7.1** It is our constant responsibility to monitor any unusual changes in mood or behaviour of the children and we have strict guidelines within which we work, should we suspect that there is a Child Protection issue. Please follow the procedures below in the event of a child talking to you about anything you find disturbing:

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- If a child wishes to make a disclosure to you, **never promise** that you will not tell anyone else.
- Do not artificially prolong a discussion with the child in the hope of getting a disclosure.
- Do not ask leading questions – this could make it impossible to properly pursue the case later – as soon as possible liaise with a DSL and record on my concern.

7.2 At Yorkmead J&I School the Child Protection Officer is the Head teacher. All staff have had the

relevant training to deal with Child protection. **If you are worried or concerned, then please speak to the designated member of staff or the class teacher.** There is probably a perfectly reasonable explanation but not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

To ensure the safety of both the children and you should **never work:**

- with an individual child behind a closed door
- in a room or isolated area that is unsighted by other adults
- never have any physical contact with a child – touching/patting on the head, or hugging.

8 Emergencies/First Aid

8.1 Any child requiring First Aid should be taken to a teacher, teaching assistant or to the office.

First Aid supplies are maintained in a clearly marked box situated in designated areas throughout the school. Please do not treat children yourself as all staff have had appropriate training and know the school procedures. Please read the notice in the class where you are working which outlines the evacuation procedure to be followed in the event of a fire.

Fire Practices are held termly. If you hear the alarm (a continuous bell) please take the children, you are working with and leave through the nearest exit. Assemble on the school playground with the class teacher so the register can be checked.

9. Police checks

9.1 For the children's safety, all volunteer helpers are required to have police clearance before they work in the school.

9.2 The headteacher has the authority not to accept the help of volunteers if he believes it will not be in the best interests of the children.

10 Absence

10.1 Volunteers are expected to telephone and inform their supervisor or the office, prior to their start time, to inform the person you are working with and that appropriate arrangements can be made.

11 Voluntary work and Social Security Benefit

11.1 Most benefits are not affected by unpaid voluntary work. If you are receiving benefit for which you are required for work, you must be willing and able to prove your availability for

work. The main benefit which could be affected by volunteering is Incapacity Benefit. The DSS will want to know what kind of voluntary work you will be doing and what is involved.

12 Insurance

12.1 Volunteers will be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance will be explained carefully to Volunteers. Loss or damage to their own personal belongings are not covered by the LEA policy or by the school. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

13 Inclusion

13.1 Yorkmead J&I School recognises that there will be times when the school requests the support of a volunteer for whom particular arrangements are necessary. The school operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis. Offers of help will be accepted purely because they fit the needs identified for the specific group of children and enhance and support what is on offer at the school both within and in addition to the curriculum.

14 Deployment of classroom helpers

14.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support. Occasionally, or at the discretion of the headteacher, a volunteer for emergency reasons will work with their child. This will be for the minimum amount of time as possible.

15 Health and Safety

15.1 Safe practice must be always promoted. The school has a Health and Safety policy and maintains records of Risk Assessment. All volunteers will have their attention drawn to identified risks, the teacher will explain to the volunteer the risk and any specific actions which should or should not be taken by the volunteer. Volunteers **MUST** report immediately anything to a member of staff employed by the school, which might endanger the well being or affect the safety of anybody and/or the school.

16 Cancellation

16.1 The headteacher can stop any volunteer from either starting to work in school or continuing their work in school if:

- He feels it is not in the best interest of the school or a group of children or an individual child.
- The volunteer does not follow the school's policy on Volunteer agreement.
- The volunteer does not successfully obtain a CRB clearance.

17. Mobile Phones

17.1 Mobile phones are to be turned off in the classrooms. If you need to be reached, please let the office know you are expecting a call and the office manager will contact you. **Only use** Yorkmead J&I School is committed to the safeguarding and well-being of all its pupils and staff.

your phone in the designated area – the enclosed foyer where you sign in.
Taking out your phone in school could raise child protection concerns and you may be asked to show your cell phone pictures.

18. No Smoking

18.1 School is a tobacco and vape free zone. This means you are not allowed to smoke on school premises. If you bring tobacco products into school, they must be kept away from children at all times (**please keep your bags with you if containing tobacco**). You may not smoke on fieldtrips even in your own car.

19 School trips

19.1 School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

19.2 Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all the children in your group.
- to stay with your allocated group of children, ensuring that their wellbeing, and safety is maintained for the total duration of the school trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

19.3 Working alongside school staff.

School staff expect volunteer helpers to:

- comply with all the above whilst being under the direct line management of school staff.
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.
- follow guidance from the school staff.

19.4 What is not permitted.

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children or take out their phone unless an emergency.
- Volunteer helpers are not allowed to enter toilets or changing rooms with the children.

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- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets.

19.5 First Aid/Medicines

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff. **If you have personal medicines in your bag, please keep your Bag with you always in order to keep all our children safe.**

19.6 Emergencies

20 Duke of Edinburgh

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

20.1 Signing in/out.

Will arrive promptly at the school reception where they will be directed to the meeting room. Supervising adult will register their attendance.

20.2 Confidentiality

You do not discuss the children you work with.

20.3 A few hints

Volunteers receive a reading induction pack on how to support children with their reading.

20.4 Child protection

If a child discloses anything of concern to you or you see anything you consider unsafe, please speak to the adult supervising the session.

Students under 16 do not need a DBS check but are not to be left unattended. As minors themselves, student volunteers must provide a parental contact number and details of any medical condition such as asthma or allergies which are relevant before they can attend. Volunteers must bring their own medication with them if applicable. All volunteers must indicate that they have permission to arrive/leave Yorkmead independently.

20.5 Mobile phones

Mobile phones are not generally allowed in school, but some volunteers log their placement via the app. NO CHILDREN are to be photographed and no sessions recorded when logging your placement. Volunteers are permitted to contact parents at the end of the session to let them know they are finished. Phones are not to be used at any other times or for any other purposes.

20.6 Behaviour

Volunteers are expected to behave in a professional manner. They should model and promote polite, respectful and courteous behaviour and follow any guidance from the

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supervising adult. Any volunteer who is judged to be in serious violation of this policy can be asked to discontinue their volunteering.

21 Monitoring and review

21.1 The day-to-day monitoring of this policy is the responsibility of the headteacher. The headteacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

21.2 The policy will be reviewed ever year.

21.3 The policy was agreed/approved by the governors.
December 2023.

- I have received a copy of the School's Volunteer Agreement Policy.
- I agree to follow the school's policy and am aware of my responsibilities.

Signed: _____

Name: _____

Date: _____

Signed on behalf of the school;

Signed: _____

Name: _____

Date: _____