

# FRONT STREET COMMUNITY PRIMARY SCHOOL



## VOLUNTEER POLICY September 2018



## **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the *Governing Body*
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by *Student Volunteer Services*
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. country dancing
- Working with children on the computers
- Accompanying school visits

## **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, e.g. hearing children read, usually approaches the Headteacher directly.

## **Our School Vision**

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

## **Aims**

Our main aim is to provide quality experiences in all aspects of school life, so enabling the children to be happy, successful and keen to learn. To help our

children grow into young people who are fulfilled and able to make a positive contribution to society.

We believe that children should develop a happy way of being together; that their self-respect leads to a respect for the rights and needs of other children and adults from their own and other cultures, and for the opposite gender.

We aim to educate the 'whole child' by presenting a total experience which is right and relevant to his/her individuality, to foster intellectual, physical, cultural, moral and spiritual development.

We aim to teach a broad and balanced curriculum by carefully planning and delivering the National Curriculum. We assess children's progress and allow time for reflection and evaluation by teaching staff.

We recognise that change and progress are an important part of everyday life. We aim to equip children to cope and flourish in dealing with the challenge of change

### **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 school. Comments regarding children's behavior 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

### **Personal Relationships**

The school will ensure that where a volunteer has a personal relationship with a child/children (parent, grand-parent, relative etc.) they will not be placed to work alongside the child / children other than exceptional circumstances where perhaps they are helping with a school visit or day trip.

Any parent helping on educational visits is expected to honor the normal hours of the school day. Parents would therefore not be expected to take their child home any earlier than the end of the day unless in extreme circumstances. It is deemed as a safeguarding issue if a child leaves the premises early without good

reason. It also reduces the number of hours of education that pupils are entitled to.

### **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 behavior 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 behavior.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) 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**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher / For investigation. Any complaints made by a volunteer will be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement 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. The full Complaints Procedure is set out in the School Handbook (available from The School Office).