

# South View Community Primary School

## School Volunteer Policy



Date Agreed: January 2018

Date for Review: January 2020

The aim of this policy is to:

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

### **Introduction**

Volunteers are parents, students on work placement or other adults working alongside the school staff. Thank you for volunteering to help our support our school community. At South View Community Primary School we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school or get involved with the work of our Parent, Teacher Association, Friends of South View.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

### **Safeguarding**

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher, Mrs Tomlins, has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children. We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. Mrs Munton, Office Manager, will help you with this process.

Those who help out at specific events e.g. school fair, reading in the library etc who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children and will be asked to provide photographic proof of identity.

### **Becoming a Volunteer in School**

When a volunteer arrives in the school they must sign in at the school office. Please indicate your arrival time and which class/person you will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members. The

Headteacher has the authority withdraw the help of volunteers if she believes that it is not in the best interest of the children.

All volunteers will be asked to sign to say they understand their obligations relating to the following topics: • Confidentiality • Safeguarding including the Prevent Duty • Health & Safety • Fire

### **Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

### **Safeguarding including the Prevent Duty**

Safeguarding concerns including those regarding the Prevent Duty (see appendix 5) about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure. The designated officers for child protection are: Mrs Joanne Tomlins, Headteacher, Mrs Carrie Henderson, Deputy Headteacher and Mrs Ali Gratton, Safeguarding Teaching Assistant.

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
  
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

The records of concern form can be found in the school office and staff room. These will be shown to you on your induction.

The Prevent Duty School's also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While our area remains a low risk area for

this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner. Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

We would be most grateful if you could keep your mobile phone switched off whilst helping in school, and to place the phone in a secure place like the school office

### **Health & Safety**

If while working in school you see any thing that is unsafe. Please report the matter to Mrs. Collette Hunter, School Business Manager, immediately.

### **Fire**

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area (e.g. hearing readers in the library) to the KS2 playground. Once on the playground, please report to Mrs. Munton, Office Manager.

### **Deployment of Volunteers**

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Headteacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

### **Volunteer Roles in School**

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as: • Sharing books (see appendix 2); • Working on the computer; • Playing games; • Making things; • Cooking; • Gardening; • Sewing; • Topic related studies;

A member of staff will give you: • Clear guidelines about the activity; • All the materials you need.

## **Housekeeping**

### **Tea / Coffee arrangements**

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use. If you are a regular visitor then please ask our office manager, Mrs Muntou about contributing to tea and coffee funds.

### **Photocopier**

The photocopier is located in the staff room. You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

### **First Aid**

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or a member of the office team if you are approached by a child with an ailment or injury.

### **Attendance**

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

### **References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

Thank you! In case we forget to say so please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!!) If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

**School Volunteer Request Form**

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If a parent of a child/ren in the school please give names and classes: \_\_\_\_\_

\_\_\_\_\_

If you now any member of staff or the governing body, please give details:

\_\_\_\_\_

\_\_\_\_\_

Do you have a current DBS Clearance? \_\_\_\_\_

An original copy will need to be shown to Mrs Munton. OR Are you willing to complete an online DBS check if required? \_\_\_\_\_

Which area/s of the school would you prefer to support? \_\_\_\_\_

Do you have any specific skills/strength that could be utilised? \_\_\_\_\_

\_\_\_\_\_

Are there any activities that you cannot support? Please give details. \_\_\_\_\_

\_\_\_\_\_

When are you available to support in school? Please give days and times. \_\_\_\_\_

\_\_\_\_\_

Please sign to confirm you have read the Volunteer Policy and agree to adhere to it.

Signature:

Name:

Date:

For office use: DBS required: yes/no