



Offwell C of E VC Primary School

Volunteers in School Policy

Sharing: Loyalty: Forgiveness: Honesty: Caring

Reviewed: Nov 2014

Next review: Nov 2017

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
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- 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
- Accompanying school visits
- Leading Collective Worship

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 or class teacher directly.

Volunteers should complete the Volunteer Information Sheet with their contact details, type of activities they would like to help with, and the times they are available to help. **We may also require an additional application form and references.**

Before starting to help in school, volunteers should complete the Volunteer Agreement which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

All governors and regular volunteers are subject to Disclosure and Barring Service (DBS) checks (see policy). **It is essential that our volunteers receive annual safeguarding training, this will be provided.**

Our Core Values, our Vision and our Aims

Our Core Values define our Christian ethos, they are caring, sharing, forgiveness, honesty and loyalty. These are strengthened by the value of Compassion, which helps us think about things from someone else's viewpoint. Our core values underpin who we are and all we do at Offwell.

Our aims and vision sit firmly within our Core Values.

We aim to work together with parents and families to provide learning and play experiences which will engage their interest; inspire them to want to know more; motivate them to persevere with their learning and empower them to develop skills of independence. In this way they will develop an enquiring mind and together we will enjoy creating those memorable moments of primary education that every child deserves to treasure.

Our vision is for a school where parents and professionals work together to discover and achieve each child's full potential. We want each child to enjoy coming to school because they take joy in learning, they know they are valued and unique, and they take pride in themselves and our school.

School Ethos Statement:

This is a Church of England school in the Diocese of Exeter.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles and practice of the Church of England and in partnership with the Church in the parish and the diocese.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

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 or any persons outside 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 or Senior teacher.

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 & 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. Volunteers are requested to sign into school on their arrival at the main office and collect a 'Volunteer in School' badge. Volunteers will be made aware of the safety procedures regarding door locking and gates around school, as well as specific fire precautions including fire drills.

Child Protection and 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 Safeguarding/**Keeping Children Safe in Education Part 1 and attend safeguarding training annually.**
- **All volunteers will be given** the Volunteer Policy
- All Volunteers should attend an initial 'welcome meeting' with the Headteacher (**or their nominated representative**), which will include guidelines and **expectations of the role.**
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS). 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;
- **If appropriate, inform the Volunteer that the school no longer wishes to use them. This is the decision of the Headteacher.** The full Complaints Procedure is available from school.

Monitoring and Review:

This Policy has been approved by the Governing Body and will be reviewed and updated in the light of new guidance from either the DfES or LEA.

VOLUNTEER INFORMATION SHEET

Name of Volunteer:

Address:

Phone:

E-mail:

Would you like an electronic copy of our newsletter?

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (Please give details)

I confirm that I have received a copy of the Volunteers in School Policy and agree to abide by it.

Signed..... Dated.....

Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the administrator or Headteacher