



# VOLUNTEERS POLICY

Ben Rhydding Primary School



## Document History

<b>Policy document:</b>	Volunteers Policy
<b>Legislation: education/ other</b>	Statutory document for school
<b>Lead member of staff:</b>	Glen Hartford, Headteacher Peter Timms, Deputy Headteacher
<b>Lead governor:</b>	Andrew Rabbitt
<b>Governor committee:</b>	Resource Committee
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In Ben Rhydding Primary School we welcome those wishing to volunteer in school and value the contribution they make to school life and pupil learning. We believe that working in partnership with parents, guardians and volunteers is vital in enhancing children's learning and life experiences. Volunteers in school can help with a variety of tasks, some of which include; supporting learners with reading, writing and maths, supporting school clubs and school trips, supporting school events and productions and getting involved with the school PTA.

The aim of this policy is to:

- To provide parents, staff and volunteers with clear expectations, induction and guidelines for volunteers 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 all school policies and procedures regarding Child Protection and Safeguarding are made clear, understood and followed by all visitors.

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

## **1. Introduction**

Volunteers are parents or other adults working alongside the school staff, and students on work experience. At Ben Rhydding 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 school sports clubs, to support learning in maths and literacy and to 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 (PTA).

## **2. Vision Statement**

At Ben Rhydding Primary School everyone is valued and respected as a member of our learning community. Our Vision for our school is one of a happy, dynamic learning environment where all members of the school and its wider community have a sense of belonging and understand their responsibility to contribute to the enjoyment and success of the learning community that we all share. Parents, carers and volunteers have a valuable role in helping us to fulfil our aims and values.

## **3. 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, Mr Hartford, has the authority not to accept the help of volunteers if he 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. We hold a register of the checks undertaken. Volunteers who do not have regular contact with school but help out at specific events e.g. school fair, relatives in school days etc. who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

#### **4. Becoming a Volunteer in School**

All volunteers will receive a school induction pack which will cover the following topics:

- Confidentiality
- Safeguarding
- Child Protection
- Health & Safety
- Fire

#### **5. 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 or KS area 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. Ben Rhydding Primary School volunteers do not have to stay for a full morning or afternoon session, even an hour would be appreciated but we do prefer for volunteers to attend on a regular basis to ensure continuity and aid planning. However, volunteers with a 'special skill' which they could share with the children on a less frequent basis are also welcome!

All volunteer placements will be authorised by the HT or DHT.

#### **6. 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
- Working on the computer
- Playing games
- Making things
- Cooking
- Gardening
- Sewing
- Topic related studies
- Coming with us on visits
- Supporting individual children
- Supporting group work
- Help with the walk to and from swimming or other sporting activities
- Helping with classroom organisation or the preparation of resources
- To help with regular afterschool clubs or activities

The teacher/TA will give you:

- Clear guidelines about the activity;
- All the materials you need.

The class teacher/TA may ask you to help with classroom organisation and/or the preparation of resources when they are teaching the whole class.

Afterwards it is very helpful if you can feedback to the teacher about how the activity went and how you got on.

Please agree with the class teacher how and when this should take place. Please ask if there is anything that you are not sure about or if you need help.

## **7. Procedures and Protocols**

### **Health and Safety/Safeguarding**

All regular volunteers in school must complete a Visitors Volunteer Request form (Appendix 1) and return this to the school office before beginning their voluntary work.

When a volunteer arrives in the school they must sign in at the school office. Volunteers must also sign out when 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 and lanyard must be worn at all times in school. Volunteers with a DBS will wear a badge with a green lanyard. Other volunteers will wear a red lanyard to indicate that they must not be left to supervise children on their own.

The Head teacher has the authority withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

### **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. The teachers here have the responsibility of informing parents of any concerns about a child.

Volunteers working in school do so on the understanding that they support the pupils learning 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 in an appropriate setting so that others cannot overhear.

When volunteering for a full day, you will be provided with a location in which to have a break or lunch.

Safeguarding concerns about a child must be shared immediately with one of the designated teachers for child protection as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

They are Mr Hartford, Headteacher, Mr Timms, Deputy Headteacher, and Mrs Wilcock TA

### **Guidelines for Supporting Children in School**

- All volunteers are required to read all the contents of their induction pack
- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- There is no rush. We give the children plenty of time to complete a task and they will often need to return to it over several occasions.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product!
- When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser. The real joy of a game is the taking part!
- Do not lift, carry or move a child in any way.

### **Housekeeping**

- Pupils must not see visitors' mobile phones. Do not take calls or texts whilst supporting the children.
- Tea / Coffee arrangements will be organised by the school upon request
- 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. Talk to the class teacher in the first instance if a child has a bump etc.
- 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).



- 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.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all pupils fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Policy agreed by: School Governors

Date: 8.2.18

Reformatted: February 2019



**Appendix 1**

**School Volunteer Request Form**

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

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

Telephone Number(S): Home \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_

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

Next of kin in case of emergency: \_\_\_\_\_

Next of kin telephone number(s): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Have you read the School Volunteer Policy? \_\_\_\_\_

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

If yes please state which agency/organisation provided you with the DBS.

\_\_\_\_\_

An original copy will need to be shown to the schools administrators.

OR

Are you willing to complete an online DBS check? \_\_\_\_\_

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.

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Do you have any medical conditions and/or disabilities that the school will need to know about e.g. allergies, epilepsy etc?

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

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**For office use only.**

Volunteer authorised by .....

Date.....