



Volunteer Policy

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 referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school
- Members of the Volunteers for Excellence Program

The types of activities that Volunteers are engaged include:

- Working with small groups of children
- Undertaking art & craft activities with children
- Accompanying school visits
- Administrative tasks

Becoming a Volunteer

Anyone wishing to become a volunteer usually approaches the Headteacher.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. 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.

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.

“Together on a voyage of discovery”

Our aim is to provide children with an educational experience that will prepare them to be happy, healthy and effective citizens in a rapidly changing and challenging world.

We want children to leave our school as successful learners who:

- know and respect themselves: their strengths, their talents and their skills;
- respect others and build strong relationships both at work and at play;
- are able to investigate, analyse and understand their world;
- are able to apply problem-solving skills across a wide range of situations;
- enjoy life mentally, physically, aesthetically and spiritually;

- enjoy learning and are motivated to achieve the best they can.

What children need to be happy, motivated, effective learners

1. The ability to express themselves effectively
2. A sense of security, belonging to the community
3. Self-confidence, a sense of competence without fear of failure
4. Activities that engage their interests
5. Activities that allow children to learn in a way that is natural and makes reasonable demands on them.

We believe that children only learn well when they are deeply engaged by and involved in their activities. We want children to come to school every day excited by the prospect of making discoveries and acquiring new skills. We therefore plan our curriculum to appeal to children's interests as well as to address their needs.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or 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.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned or a senior member of administration staff if assisting the office. 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 and 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 / Office / Headteacher.

Child Protection

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 the Volunteer Policy and asked to sign a *Volunteer Agreement (See Appendix 2)*
- 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.

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 available from the School Office.

APPENDIX 1

VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of Volunteer:

Address:

Phone:

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)*

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

Your offer of help is appreciated and we will be in touch shortly

Appendix 2

Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between Dussindale Primary School and you in relation to your voluntary work. The intention of this agreement is to assure you of our appreciation of your volunteering with us and to indicate our commitment to doing the best we can to make your experience with us a positive and rewarding one.

Volunteer's Name:

Your volunteer role:

Your agreed time commitment

Where you will be working

Who you will be working with

During the time that you are volunteering in Dussindale Primary School you can expect:

- To be provided with appropriate induction, training and support to help you meet the responsibilities of your volunteering role.
- To have a named member of staff who will provide you with support and meet with you regularly to discuss your volunteering.
- To have a safe working environment in accordance with the school's Health & Safety policy.
- To be covered by appropriate insurance whilst undertaking voluntary work approved and authorised by us.

- To have any problems, grievances or difficulties that arise in the course of your voluntary work dealt with in a fair and just manner.

Dussindale Primary School asks you to agree to the following:

- I will perform my volunteering role to the best of my ability and to help the school fulfill its service.
- I will abide by the school's Safeguarding/Child Protection Policy, staff code of conduct and the school's Health and Safety policy.
- I have received a copy of the School's Volunteer Policy.
- I agree to support the School's Aims and Core Values.
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I agree to treat all staff, volunteers and service users of the school with respect and to work in accordance with the school's Equal Opportunities Policy.
- To attend training and support meetings as agreed.
- To arrive at the times we have agreed and to provide reasonable notice when this is not possible so that alternative arrangements can be made.

INDIVIDUAL TRAINING AND SUPPORT PLAN

What training will you need to be able to undertake your volunteering role?

How these needs will be met

What support will you need to help you in your volunteering role?

How these needs will be met

Any other issues or needs to be noted:

Dussindale Primary School and [volunteer's name] agree to work together as outlined in this agreement for the benefit of the individual and the project.

Please note that this is a voluntary agreement only and does not constitute a contract of employment.

This agreement will be reviewed by us on [date]

Signed [volunteer]

Date:

Signed on behalf of the school:

Date: