



VOLUNTEERS POLICY

This volunteer policy was approved by the Governing body on:	June 2023
This volunteer policy was shared with staff on:	June 2023
The named designated senior person for volunteers is:	Emma Wilson
The implementation of this policy will be monitored by:	Sally Weeks & Emma Wilson
The volunteer policy will be reviewed every two years	June 2025

Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of children
- Students on work experience
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a regular volunteer e.g. hearing children read, should ask to speak to the Designated Volunteer Lead (Emma Wilson) to discuss their availability and their skills.

DBS checks

All Volunteers who are taking part in a regulated activity will need to have completed a satisfactory DBS check before they will be able to be left in sole charge of any children. A regulated activity is when a volunteer is frequently in contact with the children. The definition of frequently is when the activity takes place once a week or more and at least four or more days within a 30- day period.

Volunteer Induction

All volunteers helping in school will have a safeguard and fire safety meeting. During this meeting reference to any related policies will be made as well as general day to day information. All volunteers helping on trips will have a meeting with the class teacher before the trip to go through the risk assessment and safeguarding, fire safety etc procedures. Volunteers will be reminded to wear appropriate attire, especially when representing the school in the public eye.

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. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher, Deputy Head Teacher or Assistant Head Teacher. Use of social networking sites by volunteers should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding their work at this school or any activities which may bring the school into disrepute and / or may question their suitability to work with children.

Supervision

All volunteers in school will wear a visitors lanyard at all times. 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, outlining the range of anticipated or expected outcomes. 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 and Safety Policy and this is made available on request to Volunteers working in the school. Induction will 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.

Child Protection (see Child Protection Policy)

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

- All regular volunteers will be referred to relevant policies.
- To ensure the safety of our children at all times, DBS checks will be made when a person (staff, volunteer, visitor or governor) is identified as visiting the school on a regular basis.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit and does not have a DBS, the Class Teacher will ensure that these volunteers are kept under the constant supervision of school staff.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher.

The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.