

# Cavendish Close Infant and Nursery School

Name of Policy:                      Volunteers in School Policy  
Date of Policy:                        September 2016  
Member of staff responsible:      Mrs C. Diffin (Deputy Headteacher)  
Review date:                          September 2017

## Policy approval

Policy approved by Headteacher – Mrs J. Brandon.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Policy approved by the Governing Body – Pupil and Personnel Committee Chair – Mrs E. Heath.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Volunteers in School Policy

This 'Volunteers in School Policy' is part of Cavendish Close Infant and Nursery School's safeguarding systems.

## Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our children. The school, therefore, welcomes and encourages volunteers from the local community.

Our Volunteers include:

- Parents of current and past pupils
- Members of the Governing Body
- Local residents
- University and College students on placements
- Key Stage 3 and 4 students on work experience

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children to assist them in their learning
- Accompanying school visits

## Safeguarding

Derby City Council and this school are committed to safeguarding pupils, young people and vulnerable adults. We expect our volunteers to share that commitment.

## 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, for example, hearing children read or gaining experience for a college course should approach the Deputy Headteacher directly.

Volunteers should complete the 'Volunteer Application Form' (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

The volunteer will be invited into school for an informal discussion to ensure that they are suitable for the role.

The volunteer will be made aware of the role and responsibilities they will be undertaking. Induction will take place prior to starting in school where the main school policies will be explained. This will include health and safety.

Before starting to help in school, the volunteer will be asked to complete the 'Volunteer Agreement' (Appendix 2) which sets out the school's expectations of volunteers. Enhanced Disclosure and Barring Service (DBS) clearance is essential for a volunteer before they begin a placement in school. This is not required where a volunteer is engaged in a 'one-off' activity such as accompanying a school visit where the volunteer will be under the direct supervision of a class teacher.

Volunteers will be placed in an appropriate class. Parents are not usually placed in their child's class.

### Our School Aims

All volunteers are expected to work and behave in such a way as to actively promote our school's aims, as identified below:

**Our over-riding aim at Cavendish Close is to provide a happy, stimulating, caring and secure environment in which the lives of the children are so enriched that they are able to achieve their full potential.**

Specific aims to achieve this are:

- To create a happy, secure and stimulating environment in which all children can learn.
- To provide an appropriate curriculum suitable to the ages and abilities of all of the children.
- To work within the guidelines of the Early Years Foundation Stage Curriculum and the Primary National Curriculum.
- To give children the opportunities to develop physically, artistically, intellectually, emotionally and socially.
- To encourage the children in developing self-confidence.
- To develop a sense of self-worth in each child.
- To encourage the children to accept and respect each other as individuals.
- To develop an understanding and acceptance of other cultures.
- To appreciate and care for the natural world.
- To work co-operatively and sensitively with parents and governors.
- To reflect the community in which we are placed and play an active part within it.
- To make learning fun, relevant and accessible to all the children.
- To begin the journey on a path of life-long learning.

## 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 children.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or Deputy Headteacher. Any information gained at the school about a child or adult should remain confidential. Volunteers should not refer to their role in school on social media networks.

## Supervision

All volunteers work under the supervision of a class teacher mentor. Teachers retain ultimate responsibility for children at all times, including the children's behaviour and learning activities.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query/concern regarding the children's understanding of an activity, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

## Health and Safety

The school has a 'Health and Safety Policy' and this is made available to volunteers working in the school. The class teacher mentors will ensure that volunteers are clear about emergency procedures, for example, fire alarm evacuation and about any safety aspects associated with particular activities, for example, using Design and Technology equipment. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the Deputy 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 'Volunteers in School Policy' and asked to sign a 'Volunteer Agreement' (Appendix 2).
- All volunteers are required to read the school's 'Safeguarding Policy'.
- All of our volunteers must secure clearance with an Enhanced Disclosure and Barring Service (DBS) check. Volunteer Students are asked to pay the £44 fee as they will receive a qualification as their work in school is part of a training course. Parent helpers and other volunteers will not be required to pay for the check.

## Complaints Procedure

Any complaints made about a volunteer will be referred to the Deputy Headteacher or Headteacher for investigation. Any complaints made by a volunteer will be dealt with in line with the school's complaints procedure.

The Deputy Headteacher and the Headteacher reserve the right to take the following action:

- To speak with a volunteer about a breach of the 'Volunteer Agreement' and seek reassurance that it will not happen again.
- Offer an alternative placement for the volunteer in a different class.
- Based upon the facts established in the investigation, it may be necessary to inform the volunteer that the school is terminating the placement with immediate effect.

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Appendix 1

Volunteer Application Form

Full name of volunteer, including title:	Date of birth:
Full address, including postcode:	Home and mobile phone numbers:
Email address:	

What activities/areas of the school's work would you like to help with?
What do you want to get out of the placement? Include course details (title, provider, tutor, duration) if appropriate.
Previous experience in a school environment (not essential):
Disabilities/medical needs/other needs that we should be aware of:
Will any adjustments need to be made to allow you to work as a volunteer in school? Please provide details:

**Please note that all placements are subject to an enhanced DBS check.**

Please return this form to school marked for the attention of Mrs C. Diffin, Deputy Headteacher. Thank you for showing an interest in our school. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

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**Appendix 2**

**Volunteer Agreement**

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experiences.

Please read and sign this Volunteer Agreement before you begin your placement. You will receive a copy for your records.

- I have read the school's 'Volunteers in School Policy' and I understand my role and responsibilities.
- I agree to support the school's aims.
- I agree to treat information obtained from being a volunteer in school as **Strictly Confidential**.
- I understand that securing an Enhanced DBS check is essential.
- I have been given a tour around school and introduced to my class teacher mentor.
- I will sign in and out of school appropriately and wear a visitors badge at all times.
- If I am unable to attend school, I will telephone school before 8:30am and leave a message for my class teacher mentor.
- I have read and understood the school's 'Safeguarding Policy'.
- I will dress smartly but practically and behave in a professional manner at all times.
- I understand that I am responsible for my own possessions. I will switch my mobile phone off during session times.

Signed:	Print name:
Date:	

Class teacher mentor:
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Emergency contact name:
Emergency contact details:

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Appendix 3

**Off-site Volunteer Agreement**

Educational visits are an integral part of learning at our school. They give our children opportunities which are outside of their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of the visit.

Please read and sign this form before the day of the visit. You will be given a copy of the agreement for your records. This is part of our school's risk assessment, planning and safeguarding arrangements.

**Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the children in your group under the instruction of the class teacher.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the visit.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school.
- To ensure that your group keep up with the class.
- To contact the class teacher if there are any queries/concerns with safety, behaviour and/or first aid.

**Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read and understand signs/labels/information, asking questions that encourage children to think about activities and help to explain the areas of interest.
- Follow guidance from school staff.

**What is not permitted**

- Volunteer helpers are not allowed to bring additional children, for example, younger siblings or children in the care of the volunteer on the school visit.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteers are not permitted to take photographs of children other than their own.
- Volunteers should not use their mobile phones during the visit.
- Volunteers should not refer to the visit in anyway on social media networks.



## First Aid

You will be informed if anyone in your group has additional/medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child in which case you will be asked to take responsibility for carrying and administering the medicine. All other medicines, including inhalers and first aid kits will be carried by staff.

## Emergencies

In the event of any emergency, you are expected to inform a member of staff as soon as possible. If you have been separated from the rest of the school party, please telephone the trip leader on the school mobile phone (you will be given this number) or the school office (01332 662239).

Location of the visit:	Date of the visit:
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Trip leader:
Class teacher supervisor:

Full name of volunteer, including title:	Date of birth:
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Disabilities/medical needs/other needs that we should be aware of:
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Emergency contact name:
Emergency contact details:

Signed:	Print name:
Date:	