



LONG SUTTON COUNTY PRIMARY SCHOOL VOLUNTEER POLICY

Introduction

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

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Pupils on work experience
- Students on work placements
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers are engaged in include:

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

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 must complete an application form (Appendix 1) in the first instance providing two referees. Before starting to help in school, volunteers will meet with Mrs Dowding, Lower Key Stage 2 Leader to discuss the role. Following this, the volunteer will complete a DBS application form and the Volunteer Agreement (Appendix 2). This sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Special arrangements apply for volunteers who are on student placements/work experience. They will meet with Mrs Sarah Emery, Reception Teacher, to discuss the role. Those on student placements will provide their DBS disclosure and proof of identification, including photographic identification. They will also receive 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, mission and aims.

Our Mission Statement is:

"Be a Star!"

Stick together and support each other.

Treat others the way you would like to be treated.

An advert for the school.

Reveal your inner star.

Our Vision is:

To continue to strive for the highest academic standards, team work and a strong sense of community spirit.

We Value:

- A happy atmosphere in which all children can develop confidence, self-discipline and respect for each other and their environment.
- Excellence in both learning and teaching.

We Aim to achieve our vision by:

- Celebrating achievement and encouraging children to fulfil their potential.
- Sharing with all children the excitement of learning and providing continuous opportunities for success.
- Working together to develop the whole school community.
- Equipping children with confidence, independence and initiative for the future.

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 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.

Supervision

All volunteers work under the supervision of the Class Teacher and staff team 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 or what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the Teacher in the event of any query regarding children's understanding of a task or behaviour.

Involvement of volunteers in class is an optional arrangement and as such will be undertaken only if the individual class teacher is happy to do so. As this arrangement is by mutual agreement, both staff and volunteers should be aware that it can be terminated at any point should this be felt necessary.

Parents are asked to be aware that working in the same classroom as their child can sometimes cause problems for the child and to consider carefully the beneficial effect of working in another class.

Induction

We recognise that induction of volunteers is vital to the ethos of the school. The induction procedure is set out in Appendix 3 and includes Health and Safety information, Child Protection guidance and further information dependent upon the role being carried out by the volunteer.

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 for investigation.

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.

Review

The Headteacher, Subject Leader and Governing Body will review this policy every two years in consultation with staff. Its implementation is the responsibility of all staff.

Written – May 2017

Review – June 2019

Nikki Dowding
Parent Volunteers Leader

Volunteer Application Form

Please complete and return this Volunteer Application Form to the school office. Induction interviews will take place with Mrs N. Dowding (LKS2 Leader). **The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. All personnel are required to complete a DBS disclosure prior to commencing voluntary work.**

Personal Details

Name

Title

Contact address

Email address

Home Telephone number

Mobile phone number

Which school area/activity are you interested in supporting (please tick as many as you like):

Nursery/Reception Key Stage 1 Lower Key Stage 2 Upper Key Stage 2

Reading Trips Sports General/ no preference

Availability:

Monday Tuesday Wednesday Thursday Friday

Time (between 9.00 am – 3.20 pm)

CONFIDENTIAL

1. Please can we ask why you would like to take on voluntary work at our school? (Max 200 words)

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Work/Voluntary Experience (Last 3 years)

Employer's name and dates of employment	Position held and main duties

References

Please supply the names and addresses of **two character referees**.

Name	Address, email and telephone number if possible please
1	
2	

Personal Declaration:

I hereby apply to become a volunteer at Long Sutton Primary School. I also agree to abide by all school Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health and Safety while volunteering with the school.

If accepted, I will abide by the principles of volunteering outlined at induction.

You MUST tick the box below:

I understand that I am not applying for a paid position (please tick)

Signed:..... Date:.....

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Long Sutton Primary School. Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience.

Please read and sign this volunteer agreement sheet and hand it in at school. You will receive a copy for your records.

- I have read a copy of the school's Volunteer Policy
- I agree to support the school's Vision, Mission and Aims
- I agree to treat all information I learn from being a volunteer in school as confidential
- I agree to work only as directed by school staff
- I understand that I am required to undergo a Disclosure and Barring Service check to advise the school as to my suitability as a volunteer

Signed: _____

Print name: _____

Date: _____

Signed: _____ (member of school staff)

Position: _____

Date: _____

INDUCTION CHECKLIST FOR VOLUNTEERSName:

Please tick:

Pupil work experience Student work placement Other volunteer Start date: **Initial interview with Mrs Dowding/Mrs Emery to take place following successful DBS check and prior to taking up duties as a volunteer.**

Areas to be covered	Date completed	ND/SE initials	Volunteer initials
School Prospectus/Aims and Values			
Role instructions/procedures			
Deployment timetable and term dates			
Tour and layout of the school			
Introduction to colleagues			
Child Protection Procedure			
Accident and first aid procedure			
Health and Safety policy			
Fire procedure			
School security			
Issue Helpers' Booklet			
Confidentiality/Dress/Conduct/Social Media			
Notification of sickness /absence			
Issue Volunteer Procedures for Staff to Class Teacher working with volunteer			

