St. Helen's Primary School

Head Teacher: Mrs Julia Walker
Colne Road Bluntisham Cambridgeshire PE28 3NY
01487 841468 | office@st-helens.cambs.sch.uk

Volunteer Working in School Policy

St Helen's Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

Volunteers in our schools bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We therefore, welcome and encourage volunteers.

Our volunteers include:

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

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Becoming a Regular Volunteer

Anyone wishing to become a volunteer on a regular basis, e.g. hearing pupils read, usually approaches the class teacher or Head of School. 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. A member of staff will then get in touch with you to discuss your application and explain the next stage of the process.

Schools will ask volunteers to complete a registration form (available from the school office). There are 2 different forms but you only need to complete one of them and the school staff will direct you to the correct one. This form requests the details of 2 referees and if you will be working with children up to the age of 8 there is a request for volunteers to provide additional information to satisfy the disqualification or disqualification by association check.

If volunteers are likely to have regular unsupervised contact with pupils then schools may seek DBS clearance for a volunteer before they come into school.

Before starting to help in school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and confirms they have received a copy of this Agreement.



Volunteering for Off Site School Visits

Anyone wishing to volunteer to support with school visits will be asked to sign and return the school visits form (Appendix 3). Only one copy of this form is required per volunteer and kept on record at the school. The school does not need to request copies for every visit that volunteers support.

Our school aims and values

All adults or young people 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 aims and values.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils in school should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Head of School or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activities they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity should be carried out and what the expected outcome of an activity is. In the event of any query regarding a pupil's understanding of a task, behaviour or their welfare, volunteers must seek further guidance from their designated supervisor; usually the class teacher.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff.

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All volunteers are

asked to complete a Voluntary Helpers Registration Form (available from the school office)

- All regular (eg once a week) volunteers must have received a clear Disclosure and Barring Scheme check
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the class teacher, Head of School or a designated safeguarding lead.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head of School or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head of School or designated member of staff 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
- Terminate the Volunteer Agreement
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and review

This policy will be reviewed as required in line with departmental advice and was adopted by the Governing Body on ……..

Signed: _____ (Chair of Governors)

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APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

First Name…… Surname……

Date of Birth:……

Address:……

……

Are there any particular age groups/classes you would like to work with?

What activities/ areas of the school's work would you like to help with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office.
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 experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.
You will receive a copy of it for your records.

I can confirm the following:

- I have received a copy of the school's volunteer policy
- I agree to support the school's aims and values
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that I will need to complete a Voluntary Helpers Registration Form and provide details of 2 referees (If I will be working with pupils up to the age of 8 I understand that I will need to provide additional information to satisfy the disqualification or disqualification by association check)
- I understand that an enhanced Disclosure and Barring Scheme (DBS) check will be undertaken
- I understand that I am in a position of trust and recognise my responsibilities in relation to safeguarding
- I have been made aware of who is my designated supervisor e.g. Class Teacher,

Signed:_____

Name:_____

Date: _____

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APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our schools and afford many pupils opportunities which are outside 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 this school trip.

Please read and return this appendix, and sign and return the helper's slip. 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 pupils in your group under the instruction of the leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

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 pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

The following things are not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

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First Aid

You will be informed if any child in your group has 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 who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if an emergency arises. If you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:_____Date: _____