

Federation of Arretton St.
Georges C.E. Controlled
And
Oakfield C.E. Voluntary Aided
Primary Schools

Volunteer Policy

2011

Introduction

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

Our Volunteers include:

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

The activities that Volunteers will be engaged in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits
- Running/supporting after-school clubs

Volunteers will not be asked to carry out duties which:

- Fall normally within a Teacher's responsibility under *loco parentis*
- Fall normally within the job description of a Teacher or Teaching Assistant, i.e., covering for absence
- Would normally be performed by a contractor engaged by the Local Authority or the Schools.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should complete the *Volunteer Information Sheet (Appendix 1)*.

Before starting to help in school volunteers will be asked to complete a CRB form (criminal records bureau) and receive clearance.

All adults who work in our schools, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our aims and values.

Aims

- To enhance the quality of children's learning.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We will promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

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 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 Headteachers or Senior Leaders.

Supervision

All volunteers work under the supervision of the Class Teacher to whom 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 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 and Safety

Safe practice must be promoted at all times. The schools have a Health and Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers must ensure that Volunteers are clear about emergency procedures (e.g., fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteachers/Senior Leaders.

Child Protection

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

- No volunteer is to have unsupervised access to children
- All volunteers must have been cleared by the Criminal Records Bureau (CRB), certificate must be shown to school

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteachers or Senior Leaders for investigation. Any complaints made by a Volunteer will be referred to the Headteachers/Senior Leaders

The Headteachers 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
- Inform the volunteer that the school no longer wishes to use them.

Appendix I

Volunteer Information Sheet – for new volunteer

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 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 to the Headteacher or Secretary

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

Appendix II

Name of Volunteer: _____ has been
made aware of the following:

- Location of toilets and staffroom and invitation to tea/coffee facilities
- Location of areas in which they will be working.
- Fire alarm procedures
- Expectations with regard to confidentiality
- Access to information, as necessary, in relation to staff and pupils.
- Expected level of behaviour and an awareness of professional codes of conduct - e.g., appropriate use of language, equality and diversity.
- Schools Policies and practices appropriate to the visit

Signed:

Name:

Date: