



Birdham CE Primary School

VOLUNTEERS POLICY

The school's volunteer policy is part of the 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 pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- 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

Safeguarding

Birdham CE Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its 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, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher or 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.

Definition

Volunteers at Birdham CE Primary School may work in a supervised or unsupervised role. For example, most volunteers will work in a supervised role

either within the classroom or just outside the classroom, hearing readers or providing support to teachers. Volunteers may occasionally work unsupervised e.g. sorting out the PTA cupboard.

The school has decided that for safest practice all volunteers will complete an enhanced DBS and complete the Disqualification by Association form.

Process for recruiting Volunteer who will be working frequently

- a) Identify the need and role
- b) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- c) Enhanced DBS check undertaken
- d) The volunteer will be made aware of the role and responsibilities they will be undertaking
- e) Induction - school policies and documentation explained and volunteers directed to the volunteers section of the school website . These to include Health and Safety, Child Protection and Behaviour Policies the Staff Code of Conduct, Whistleblowing, and Acceptable Use Policy.
- f) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance and completion of the Disqualification by Association form for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children.

Our School Aims

All adults / 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 educational purpose, as identified below-

At Birdham CE Primary School we will provide an exceptionally caring, supportive environment built on Christian values. We will ensure that all children have an equal chance to become happy, responsible, highly skilled individuals who can contribute to and shape the world they live in.

We will achieve this through securing:

- Christian values and principles, embedding them in all aspects of school life.
- Inspirational leadership by all staff and governors who are committed to achieving the vision for the school.
- Strong and effective partnerships with parents and the wider community.
- Teaching which motivates and inspires all children and supports them in achieving their best.
- An engaging, innovative curriculum which challenges all children and is responsive to their needs and talents.

Aims:

We seek to ensure that the children in our school are part of a stimulating, happy and caring community, in which each child can:

- Develop a lively, enquiring mind through an environment that fosters curiosity.
- Acquire and apply the skills of language in order to communicate effectively.
- Read for enjoyment and knowledge.
- Write with increasing independence.
- Acquire mathematical concepts and processes so that they can be understood and applied in a variety of situations.
- Develop physical skills, applying them effectively in all areas of the curriculum.
- Increase their artistic and creative skills.
- Develop an awareness of moral values and social skills.
- Develop a spiritual awareness of Christian religious beliefs and moral values, and tolerance and respect for other religions and ways of life.
- Acquire knowledge of and develop sensitivity towards their immediate, local and wider environment.
- Develop confidence, interest and skills in the use of Information Technology (IT), to support and enhance learning across the curriculum.

Confidentiality

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

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher 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 activity they are undertaking.

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

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 DT equipment / accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

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 of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). An enhanced DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Complaints Procedure

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

The Headteacher 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

APPENDIX 1

Birdham CE Primary School ~ Volunteer Application Form
NEW VOLUNTEER

| | |
|---|--|
| Full Name | |
| Address | |
| Home Phone | |
| Mobile | |
| Email | |
| What activities/ areas of the school's work would you like to help with? | |
| Are there any particular age groups/classes you would like to work 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, marked for the attention of the **Deputy Headteacher, Mrs A Farrell.***

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

Birdham CE Primary School ~ 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 have read the School's Volunteer Policy (available on the school website)
- 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 have read the associated policies:
 - Health and Safety;
 - Child Protection;
 - Behaviour Policies;
 - Confidential reporting Policy (whistleblowing); and
 - Acceptable Use Policy.
- I understand that an enhanced Disclosure & Barring Service (DBS) check will be undertaken and I may need to complete a Disqualification by Association declaration form.
- I have been made aware of who is my designated supervisor e.g. Class Teacher

Signed: _____

Name: _____

Date: _____