

# Policy on Volunteers in School

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>Safeguarding Team</b>	<b>Date: 02/03/23</b>
<b>Last reviewed on:</b>	<b>March 2023</b>	
<b>Next review due by:</b>	<b>March 2024</b>	

## St Andrew's C E Primary School Policy on Volunteers in School

### Introduction

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

Our volunteers include:

- members of the governing body
- members of St Andrew's School Association (SASA)
- parents of pupils and ex-pupils
- ex-pupils
- students on work experience
- university teacher training students
- ex-employees

A **volunteer** is defined as a person who comes into school regularly, at least four times in 28 days, over at least one school year. The types of activities that volunteers are engaged in include:

- listening to children read
- working with small groups of children
- working with individual children
- undertaking art and craft activities with children
- running after-school clubs e.g. drama, art, sports etc.

### Becoming a volunteer

Anyone wishing to become a volunteer should approach the school office. She or he should then complete Appendix 1 (Volunteer Information Form) and Appendix 2 (Volunteer Agreement).

### Our School Vision

All adults who work in our school are expected to promote our School Vision and support our inclusive ethos. Full details are available on the school website but, broadly, we aim to create an atmosphere of tolerance, trust, care and equality in which children, parents, staff, governors and the wider community are welcomed and valued. We aim to offer a curriculum which develops the full potential of each child alongside extracurricular activities which enhance each child's learning experience. We believe in close parental involvement, seeing parents as 'first teachers' and equal enablers in enabling their child to reach the highest academic, emotional and social standards.

### Confidentiality

- Volunteers in school are bound by a code of confidentiality.
- If volunteers have any concerns about the welfare of the children they come into contact with they should mention these to the class teacher in the first instance.
- If volunteers are concerned about anything that any other adult in the school does or says, they should raise the matter with the Headteacher or the Deputy Headteacher as soon as possible.
- The school's designated safeguarding officers are:  
Designated Safeguarding Lead: Mrs Jo Holmes, Headteacher

### **Supervision**

- All class volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain complete responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- Volunteers should always have been given clear guidance about how an activity is to be carried out and the expected outcome. Volunteers are encouraged to seek further advice/guidance if these instructions and outcomes are not made clear.
- Volunteers who run extra-curricular activities are under the direct supervision of the After School Club lead.

### **Health & Safety**

Office staff and class teachers will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the school office staff.

### **Child Protection**

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

- All volunteers are given a copy of this policy and are asked to complete Appendix 1 and sign Appendix 2.
- Volunteers (who have regular contact with pupils) must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual by the DBS and this must be presented in school although it remains the property of the individual.
- Volunteers will have safeguarding training within 3 months of starting

### **Complaints Procedure**

Any complaints made about a volunteer will be heard by the Headteacher or, in her absence, by the Deputy Headteacher. Any complaints made by a volunteer will be heard by the Headteacher or, in her absence, by the Deputy Headteacher.

The Headteacher reserves the right to:

- speak to a volunteer about a breach of the Volunteer Agreement; and
- offer an alternative placement for a volunteer; or
- inform the volunteer that the school no longer wishes to use them.

## **Volunteer Role Profile**

Role: General classroom support; class reading support  
Main contact: Assigned class teacher; Headteacher; SBM  
Based: On the St Andrew's school site, or at HQFSS  
Frequency: Must be available at least one day, or part day, per week for the minimum period of one year.

**A DBS check is required for this role.**

### **Why we want you**

We want our children to enjoy school, grow in confidence as learners and enjoy the support that additional adults can offer. We are particularly interested in supporting children who, for whatever reason, do not get these opportunities at home.

### **Our commitment to you**

We will support you to fulfil your role in school with the right information, induction and safeguarding training.

### **What you will be doing**

- Spending 1:1 time regularly with children.
- Reading, supporting, explaining, playing educational games in a supportive and encouraging way.
- Developing children's confidence and fluency.

### **Your skills and qualities**

- Fluent English speaker with good written English.
- Good communication skills and a good listener.
- Sensitive to children's responses and their level of understanding.
- Patient, kind, encouraging and approachable.
- Good judgment and ability to adapt to the pace and needs of the child.
- Reliable and able to give a regular commitment.
- Good team worker.

### **Your commitment to us**

You must be able to volunteer weekly on a set day and time for the period of at least one year. You may begin at any point in the year as long as you can commit to continuing for the next 12 months. You must complete an application form and provide references.

### **What you gain**

- You will make a direct difference to the outcomes and lives of children you volunteer with.
- You will see young children grow in confidence.
- You will meet new people and work as part of a supportive and positive team.
- You will gain experiences that may support your career, going forward.

### **Next steps**

If – after reading the *Policy on Volunteers in School* and the Volunteer Role Profile – you wish to proceed, you should complete Appendix 1 and sign Appendix 2 and hand them in to the school office.

## APPENDIX 1: Volunteer Information Form

Either:

I am willing to help in a classroom on a **weekly** basis on \_\_\_\_\_

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(please specify convenient day/s of the week, and whether mornings or afternoons are preferred).

Or:

I will be willing:

To offer the following craft/sports/music skills:

To lead a group activity organised by the teacher

To help with enrichment activities on Friday afternoons

Name (please print) \_\_\_\_\_

Contact telephone number or email \_\_\_\_\_

Connection to the school (parent/ex-pupil/local resident etc)

\_\_\_\_\_

Signature \_\_\_\_\_

## APPENDIX 2: Volunteer Agreement

Thank you for offering your services as a volunteer at St Andrew's C of E Primary School. Your offer of help is greatly appreciated and we hope that you will enjoy your experience with us.

Please read and sign this Volunteer Agreement and hand it in to the school office.

- I have received a copy of the *Policy on Volunteers in School*.
- I agree to support the school vision.
- I will treat any information I may hear about children as confidential and will not discuss it out of school.
- I understand that I will be required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer.
- I will follow guidance on health and safety practices and emergency procedures. If I am not sure of these, I will seek clarification.
- I will undertake Safeguarding Generalist training.

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

Name: \_\_\_\_\_

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