

# Volunteer Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

## Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach their child's class teacher or the Executive Headteacher / Head of School. Volunteers should complete the Volunteer Information & Agreement Form (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help, etc.

Before starting in school and to ensure the safety of our pupils at all times, volunteers will have an induction meeting with the Executive Headteacher / Head of School which sets out the school's expectations of volunteers and asks them to confirm they have received a copy of this policy. A full risk assessment will then be carried out & volunteers may be required to complete a DBS (Disclosure & Barring Service) check. You will be informed if this is necessary (any supervised volunteers will not need a DBS check). If you already have a DBS check, then you will need to bring that in. **Volunteers will also be asked to complete: Code of Conduct for Volunteers & Work Experience Students (Appendix 3).**

## Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with / come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause



distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or Executive Headteacher / Head of School.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Headteacher / Head of School.

### **Supervision**

All volunteers will need to work under the supervision of the class teacher to which they are assigned at all times. Although teachers retain responsibility for children at all times, volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

### **Health and Safety**

The school has a Health and Safety Policy which is available on request or via our website. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Executive Headteacher / Head of School.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Executive Headteacher / Head of School for investigation. The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school.

Mrs J Shelton – Head of School

Mrs S Patton – Executive Head

# Volunteer Agreement

Thank you for offering your services as a volunteer at our school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign this Volunteer Agreement Sheet and hand it in when you have your induction meeting. Thank you!



<b>Name in full (including maiden name if applicable):</b>	
<b>D.O.B</b>	<b>Telephone number to contact you on:</b>
<b>Address:</b>	<b>Telephone number to contact your nearest of kin:</b>
<b>Reason for wanting to volunteer at Canon Popham CE Primary Academy:</b>	
<b>Any prior experience/interests/relevant qualifications that you may have:</b>	
<b>When would you like to volunteer and for how long:</b>	
<b>What skills/areas would you like to help with in school?</b>	
<b>Are there any particular age groups / classes you would like to work with?</b>	

<b>Please answer the following:</b>	
	I have read & understood all of the information in the Induction Pack, including the school's Volunteer Policy.
	I understand that I will be required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer.
	I can confirm that there are no reasons as to why I should not work with children. <b><u>If there are, please give details on a separate sheet.</u></b>
	I have a medical condition that I should make Canon Popham CE Primary Academy aware of. <b><u>If there are, please give details on a separate sheet.</u></b>
I declare that the information given is true & correct:	
Signed: _____	
Date: _____	



## Off Site Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are so pleased that you have come forward as a volunteer helper as 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. Thank you!

### Role of the Volunteer Helper

- to be responsible for and look after all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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 immediately 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 line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff.

### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats, e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and, under no circumstances, are we to come into physical contact with a child.

## First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. 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 you have 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.

### Please answer the following:

	I have read & understood the school's Volunteer Policy.
	I agree to the terms and conditions as stated in the policy
	I will support all of the children in enjoying the trip and actively contribute to the smooth running of the occasion.
	I can confirm that there are no reasons as to why I should not work with children. <b><u>If there are, please give details on a separate sheet.</u></b>
	I have a medical condition that I should make Canon Popham CE Primary Academy aware of. <b><u>If there are, please give details on a separate sheet.</u></b>

I declare that the information given is true & correct:

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

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

**Thank you so much for wanting to be a volunteer at our school!  
Your offer of help is very much appreciated!**



# Code of Conduct for Volunteers & Work Experience Students



At Canon Popham CE Primary Academy, we aspire to be an exceptional school with excellent relationships between our children & staff:

### As a volunteer please:

Act as a professional in terms of all of your dealings with children, parents & all members of staff;

- Follow the practices outlined as part of your induction & given by the teacher that you are working with;
- follow the school Behaviour Policy with regard to positive behaviour management of children;
- Ensure that all tasks and activities that the children do are safe.
- Dress appropriately at all times (smart & unrevealing)
- Arrive & finish on time as agreed with the class teacher;
- Do not discuss any private or confidential information about children, parents, staff or the school with other parents or those in the community;
- Do not use or keep your mobile phone in sight of the children & only use on your break out of sight of children;
- Do not take any photographs of children or anything associated with school for private use or to be posted on any form of social media;
- Do not write any comments in social media about children, parents, staff or the school for issues of confidentiality. Do not accept children as friends on social media;
- Do not give your comments or views on anything that might prove divisive within the community. Uphold the good name & reputation of the school at all times.

### Absence Procedures:

In case of illness/absence please inform the class teacher that you are working with as soon as possible or alternatively phone the school office (School: 01302 884465).

Please sign the following slip & return it to the Executive Headteacher / Head of School as soon as possible.

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I have read, understood & agree to the Canon Popham CE Primary Academy Code of Conduct:

Signed: .....

Name in Print: .....

Date: .....