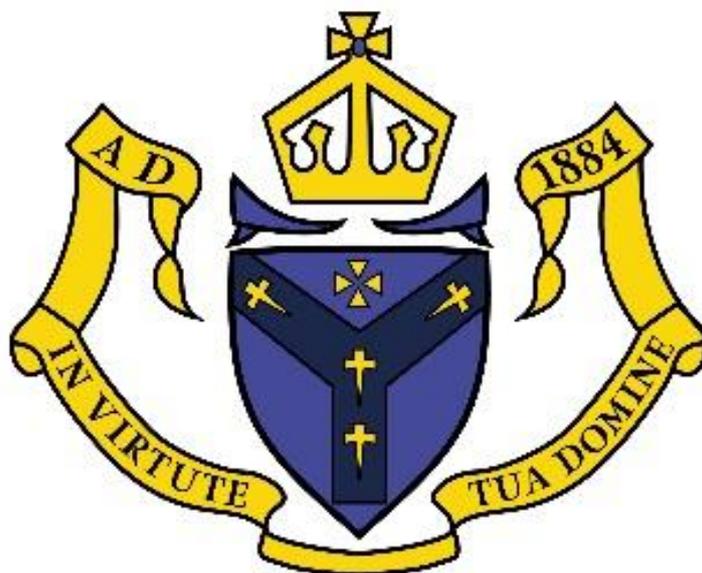




Sissinghurst VA Church of England Primary School

Enjoy, Achieve and Celebrate Together in Faith



The Governors and Staff of Sissinghurst (VA) Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future. We are dedicated to providing an education of the highest quality within the context of Christian belief and practice.

Our Christian values of:

Endurance · Koinonia · Friendship · Wisdom

underpin all our policies. We actively reject any form of discrimination.

Policy Title:	Volunteer Policy
Date:	September 2019
Review Date:	September 2021
Reviewed By:	Strategy Governors
Approved By:	Strategy Governors

The School's volunteer procedure 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 children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

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

The types of activities that volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Photocopying and laminating
- Preparing resources

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 children read, should register their interest at the School Office.

*Please note: The school will assign members of staff to school visits in the first instance. There are no guarantees that you will be required to accompany a school visit.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

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

It is necessary for all volunteers in school to complete a Disclosure and Barring Service application (DBS).

Data Protection – All adults who work in our school, whether a paid member of staff, or a volunteer will have their personal information recorded on the school's Single Central Record. This is a confidential, password protected document held by the school for security and safeguarding purposes.

All adults 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 and our educational purpose as identified below:

Our educational purpose is:

- To teach the curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs.
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.
- To afford all children equality of opportunity and not allow them to be discriminated against on the grounds of class, colour, gender, religion or disability.
- To provide a partnership between schools, parents/carers and the wider community, each having contributions to make to the development of the others.

Confidentiality

Volunteers in school are bound by a strict 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/carers of the child, any persons outside school or the child themselves.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers 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 Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which 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 including its expected outcome. 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

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher.

Child Protection

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

All volunteers are given a copy of the Volunteer Policy and asked to sign a volunteer agreement (Appendix 2).

To ensure the safety of our children at all times, all of our volunteers must have completed a Disclosure and Barring Service application (DBS).

All volunteers will receive induction training in key safeguarding procedures.

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must read and sign our off-site visits agreement (Appendix 3) and a risk assessment may be completed.

We ask that your mobile phone is switched off or to silent and that it is not used at all during the time you are in school volunteering.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher.

- The Headteacher reserves the right to take the following action:
- Speak with a volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again.
- Offer an alternative placement e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.
- The full complaints procedure is available from the School Office.

Appendix 1

Volunteer Information Sheet

Name	
Address	
Email Address	
Contact Number	

What skills can you offer Sissinghurst Primary School?
What 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 disabilities/other needs we need to take into account when you are volunteering in our school? (Please give details)
Are there particular days/time you would like to work?

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Office. Your offer of help is appreciated and we will be in touch soon.

Appendix 2

Volunteer Agreement

Thank you for offering your services as a Volunteer at Sissinghurst Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us.

Please read and sign this Volunteer Agreement and hand it into the School Office. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to uphold confidentiality at all times.
- I agree to follow all safeguarding procedures.
- I agree to follow all health and safety procedures.
- I understand that I am required to complete a Disclosure and Barring Service application to advise the school of my suitability as a volunteer (if you already have a DBS Certificate, please hand it into the School Office).
- I will sign in and out at the Office each time I visit and ensure my mobile phone is not used on site.

Signature	
Name	
Date	

Appendix 3

Off – Site Visits

School trips are an integral part of learning at our school, and afford many children opportunities which are outside their usual experiences. Thank you for coming 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 children in your group;
- To stay with your allocated group of children, 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 behavior.

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 and an interest in the focus of the visit;
- Assist children in their learning by helping them to read signs/labels/information;
- Ask questions that encourage children to think about the task;
- Help to explain areas of interest;
- Follow guidance from school staff.

What is not permitted

Bringing additional siblings on the school trip;

- Re-organising school visit groups;
- Smoking, drinking alcohol, chewing gum or engaging in any illegal practices;
- Taking photographs of children;
- Using mobile phones, except in the case of an emergency;
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.

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 it is your 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 boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of an emergency. 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.

Appendix 4

Off – Site Visits Volunteer Agreement

REMEMBER:

- In an emergency your first concern must be the safety and security of all the children in your charge.
- NEVER leave your group unattended to see to an individual child.
- GET HELP immediately and do all you can to inform the Outing Leader or Headteacher.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or the Head Teacher. It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

Please sign to show your understanding of the following statements.

- 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 occasion.
- I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.

Signature	
Name	
Date	