

# **WINTERBOURNE NURSERY & INFANT SCHOOL**



## **Volunteer policy**

**Agreed by governors: 22<sup>nd</sup> May 2018**

**Next review: September 2019**

## **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 can include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers can be engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Accompanying school visits

## **Becoming a Volunteer**

Anyone wishing to become a volunteer must meet with the Assistant Head and the School Business Manager in the first instance.

Volunteers must read the Volunteer Guidelines (Appendix 1)

Before starting to help in school, volunteers sign 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 policy.

## **Our School Vision**

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 vision.

## **Aims**

- To enhance the quality of children's learning through highly effective teaching
- 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 want our pupils to leave us well educated, self-confident and caring members of society.

We will endeavour to promote equality of opportunity for all children.

## **Confidentiality**

- Volunteers in school are bound by a code of confidentiality
- Any concerns that Volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons 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 Assistant Headteacher or Inclusion Manager.**

## **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 and what the expected outcome of an activity is.
- Your work will be monitored on a regular basis by staff involved and feedback will be given where necessary.
- Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school's Health and Safety Policy is available on request to Volunteers working in the school. Class Teachers 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 /accompanying children on visits).

**Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.**

## **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 this Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2)

**DBS Disclosure**

To ensure the safety of our pupils at all times, all Volunteers must be cleared by the DBS Bureau. A DBS Disclosure form is issued to the individual, which will require supporting evidence to be shown to the school. The volunteer will be notified of the clearance by the DBS and it is their responsibility to bring in the paperwork into school, so that central record is maintained in school.

**Complaints Procedure**

Any complaints made about a Volunteer will be referred directly to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Assistant Headteacher or Inclusion Manager.

**The Headteacher 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
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the school office

**Monitoring and Review**

This Policy will be reviewed on a three year cycle and updated in the light of new guidance from either the DFE.

Signed: ..... Headteacher

Signed: ..... Chair of Governors

Dated: .....

**Appendix 1**

Thank you very much for volunteering to help at Winterbourne Nursery & Infant School. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reason is unable to attend on a day when you are expected, please inform the teacher and the school office in advance. Similarly if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance notice of this.
- Volunteers will not be placed in the same class as their own child or family member.
- Helping in the school at which your child attends will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent/Teacher evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Dress Code – please refer to the `Staff Handbook`.
- Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a DBS clearance, link to be emailed to the applicant.

Thank you very much for volunteering your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

Yours sincerely

Mr R Devlin

Headteacher

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## Appendix 2

### Volunteer Agreement

Thank you for offering your services as a Volunteer at Winterbourne Nursery & Infant 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 to the school office. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy and have read the Volunteer Guidelines
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being a Volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

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

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

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