



# Church Hill Infant School



## Volunteer Policy

### **Introduction**

At Church Hill Infant School we welcome volunteers and recognise the wide range of skills and experience, from all backgrounds, that they bring to the school. We welcome and encourage volunteers from the local community or wider, endeavouring to ensure that the children benefit from this additional help and support.

### **The types of activities that volunteers will be engaged in include:**

- Hearing children read;
- Working alongside groups of children;
- Working alongside individual children;
- Undertaking art and craft activities with children;
- Undertaking cooking activities;
- Working with children on ICT equipment (computers, Ipads etc.);
- Accompanying school visits;
- Helping with swimming;
- Helping with classroom organisation;

Volunteers will **not** be allowed to do the following activities:

- Take responsibility for some or all of the class;
- Supervise children engaged in PE or specialised activities;
- Take the children off site without a teacher in charge;

### **Becoming a volunteer**

Anyone willing to become a volunteer needs to approach the school and make an appointment to see the Deputy Head. The induction process will then take place.

### **Volunteer induction**

An initial meeting will take place to discuss the aims of the volunteer and how the school can support the volunteer to achieve these aims. The Deputy will also clarify roles and responsibilities and go through the volunteer policy.

Please note- if a volunteer is the parent of a child in the school, the school will endeavour not to place the volunteer in their child's class as we believe that this has detrimental effect on the child in their learning environment.

The volunteer will be required to complete / provide the following before a placement can be confirmed:

- A satisfactory DBS (Disclosure and Baring) check for a Regulated Activity. (Completed by the school office on receipt of relevant identification evidence)
- A completion of a Staff Suitability Declaration form.
- Documentary evidence of your right to work in the UK.

Once the DBS has been received then the safeguarding briefing will take place with the Deputy. There will also be clarification of where the volunteer will be placed and the volunteer protocols will be shared.

### **Supervision**

All volunteers will work under the supervision of the class teacher 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 to be carried out and what the expected outcome of the activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding the children's or their own understanding of the task.

### **Safeguarding**

All volunteers in school should adhere to the strict code of confidentiality as outlined in the schools policies. Any concerns volunteers have about the children they work with /come into contact with should be shared with the class teacher and/or the DSL and **NOT** with the parents of the child or persons outside school.

If persons out of the school ask for information regarding children within the school and/or staff who work in the school the volunteer should direct them to the Head teacher at Church Hill Infants and not make any comment.

### **Social Networking Sites**

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding volunteering at Church Hill Infant School or any activities which may bring the school into disrepute. If this is seen to occur then the volunteer placement will be withdrawn and appropriate measure put into place.

### **Health and Safety**

The school has a health and safety policy that can be made available on request to volunteers. Induction will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Teachers should also ensure volunteers know the fire evacuations procedure for any class/room. Volunteers accompanying classes on trips should have sight of the Educational trips policy and the appendix which outlines their roles and responsibilities.

Within school everyone has a duty of care to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Circumstances may arise where staff are required to physically intervene to ensure the safety of themselves or others. Volunteers should **NEVER** intervene as they could put themselves at risk and have not undergone the correct training; if in doubt about a situation, volunteers should always seek help from a member of staff.

## **VOLUNTEER HELPERS IN SCHOOL PROTOCOL**

The protocol sets out the minimum standards that should apply, and is not exhaustive.

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

### **As a school we agree to:**

- Ensure that you all will have had a DBS check;
- Listen to your requests and endeavour to meet them where possible;
- Ensure that the working environment is safe and secure;
- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children;
- Ensure that the children you work with behave and work well;
- Treat you with the highest respect and care;
- Share relevant information about the children you are working with;
- Let you know in advance the overall plan for the day and let you know if this changes;
- Treat anything you tell us with confidentiality;
- We agree not to ask you to:
  - Deal with difficult or challenging behaviour;
  - Carry out a task that you feel unprepared to complete.

Signed:..... Date: .....  
DSL in school

Volunteer Helper: ..... (Printed Name)

### **As a volunteer helper I agree to:**

- Undertake a DBS check, complete a suitability declaration and provide proof of right to work;
- Act in a professional manner, as a role model to the children, at all times;
- Inform the teacher if I see any inappropriate behaviour;
- Inform the teacher if I observe anything that concerns me in school;
- Treat any information with total confidentiality;
- Inform the school if I am unable to come into school for any reason;
- Respect and listen to the guidance of the teacher at all times;
- Abide by all school policies especially the safeguarding policy and Health and safety policy.

### **I agree not to:**

- Share any information about a child or member of staff with anyone outside the school staff team;
- Discuss Church Hill Infant School on any social network sites.

Signed:..... Date: .....