



Volunteers Policy

Policy Owner : East Ravendale Church of England Primary School

Policy Date : March 2023



Vision of this Policy

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary whilst ensuring the best security possible.

Aims of Volunteers Policy

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteers are:

- Parents or other adults working alongside the teachers in the classroom
- Students on work experience

Volunteers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing pupils read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (cooking etc)

Volunteers are not allowed to do the following activities

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities



- Take the children off the school site without a teacher in charge

If children are not complying with an adult request a volunteer should ask the advice of the class teacher or other member of the teaching team. The responsibility for the health, welfare and discipline of the children remains with the class teacher at all times

Signing in

When any helper arrives in the school they must sign in using the entry-sign system at the front office. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out using the same system before leaving the school premises.

Safeguarding Checks

The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children. Volunteers who regularly volunteer in school may be asked to have a DBS. This policy does not supersede the schools safeguarding policy and procedures, which must be adhered to at all times. Copies are available on request.

Volunteers not requiring an Enhanced Disclosure

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.

Those who help out at specific events e.g. school fete, mums in school days etc who do not have unsupervised access to children.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Protocol,' a copy of which will be kept in school.



Deployment of Parent Helpers

Helpers will be asked to support in classes where there is the most need for individual support.

Off site visits

Volunteers may occasionally accompany a class on a school trip. It is important that volunteers see a distinction between a family trip and school trip. School trips are a valuable time for children to gain confidence and independence away from the familiarity of school or parents. The role of the volunteer is to:

- Take small groups to aid safety/enjoyment
- Help with regular 'head counts'
- Reinforce the learning that is going on
- Model behaviour for the children
- Support the staff in making the trip 'feel' different to family trips

To this end, if volunteers on trips are also parents, carers, friends or family of children on a trip they should:

- Expect children to sit with the class and look at the adult talking
- Support all children in the class and stay with the given group (if class is grouped)
- Expect their child to sit with other children or staff members while eating or drinking
- Allow members of staff to care for their child
- Remove themselves from the locale if their presence is causing a child to become upset, display less independence than the teacher's expectation or if the class teacher asks (to prevent future issues)
- Never separate a child from the group, including taking children to the toilet unaccompanied by a staff member (this has safeguarding implications and could lead to a disciplinary against staff members)

Staff members retain a duty of care for the child, even if the parent/carer is present.



VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at East Ravendale Primary School.

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

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteers Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check may be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head Teacher

All volunteers must provide:

- Proof of address
- Photo identification
- A reference

Name: _____

Signed: _____ Date: _____

For office use

Proof of address?

Photo ID?

Reference?