



VOLUNTEER POLICY

Approved: 6 December 2017
Review date: 6 December 2018

The School's Volunteer Policy must be read in conjunction with our Safeguarding and Child Protection policy, as well as the Health and Safety Policy. Other policies (such as our E-safety Policy may apply depending on the nature of the volunteering)

Introduction

Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, should contact the Head's PA. School visits will be dealt with directly through the Office.

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 policy.

The School will seek DBS clearance for any regular volunteers before they begin.

Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.

Our School Mission statement

At Flora Gardens every pupil comes first and we aim to inspire them to fulfil their potential in each stage of their life. Our School is about far more than academic results: it is about community, respect, honesty and family. We deliver multi-cultural learning experiences for every individual that are innovative, creative, purposeful and fun, set in our unique spacious green grounds that give children outstanding opportunities to explore, flourish and succeed.

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 objectives, as identified below:

Objectives

- To recognise individual accomplishments, enabling children to flourish and achieve their full potential - nothing is impossible if you believe you can achieve it.
- We provide a cross-curricular inclusive approach to learning with high expectations, to ensure all our pupils are happy, confident, collaborative learners.
- To celebrate success and achievements.
- To value, recognise and encourage contributions of parents, families and staff.
- To respect all cultures and beliefs, regardless of background, religion or race.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the class teacher or the Designated Safeguarding Lead. It must NOT be voiced with the parents of the pupil or persons outside school. If it is a comment which a pupil makes that gives rise to concerns then the Head or the Deputy Head should be informed directly. Comments regarding pupil's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a pupil 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 Head or Deputy Head.

Supervision

All volunteers in class work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for pupils at all times, including the pupil's behaviour, marking of their work and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding pupil'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. 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 equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Head.

Child Protection

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

- All volunteers are given a copy of this Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- They will also be made aware of our Child Protection and Safeguarding Policy
- They will be made aware of our Designated Safeguarding members of staff
- To ensure the safety of our pupils at all times, all of our volunteers must have List 99 clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of School staff and at no point unsupervised or alone with pupils.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head for investigation. Any complaints made by a volunteer will be referred to the Head/Deputy Head. The Head 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 Office or on the School's website.

Monitoring and Review

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Appendix 1

VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of volunteer :.....

Date of Birth:.....

Other names known by (including maiden names):.....

Address:

Telephone no:

What skills/areas 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 working as a volunteer in School? (Please give details)

Does your request support study you are undertaking and if so what?

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

Appendix 2

Volunteer Agreement

Thank you for offering your services as a volunteer at Flora Gardens Primary 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 and hand it in to the Office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I am aware of the School's Child Protection and Safeguarding Policy and other linked documents
- I know who the Designated Safeguarding Lead and Deputies are
- I agree to support the School's aims
- I agree to treat information I learn from being a volunteer 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: