



Fawkham CE Primary School

Policy for Volunteers Working in School

March 2020

Fawkham CE Primary School

Volunteers Working in School Policy

*The work of our school, underpinned by our core Christian Values:
Respect, Caring, Friendship, Honesty, Forgiveness and Responsibility*

DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL

We value diversity and promote equal opportunities for all.

The school's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection and Safeguarding Policy and 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 children at our school. 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 CCCU
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
Sharing their skills/knowledge by talking to the class
Completing display working and other administration tasks such as photocopying

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the Class teacher, Headteacher or Deputy Headteacher. 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 1), 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 come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.

Our School Aims

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 mission as identified below:

Our Fawkham Family ensures that we, as an inspirational community following the light of God, strive for excellence to achieve our full potential. Our nurturing and enthusiastic environment allows all learners to feel empowered and celebrate uniqueness through the guidance of our core Christian values.

In child speak:-

Our Fawkham Family helps everyone to:-

- Work together
- Follow in the footsteps of God
- Try our best
- Feel safe, happy and confident
- Know that we are all special and different

In order to achieve this

The school:

- Provides excellent teaching of a bold and creative curriculum in an exciting environment and atmosphere that stimulates, encourages and enables all to succeed.
 - Promotes and models our core Christian values through worship and our holistic Christian ethos.
 - Work in partnership through:-
 - ✓ informing parents of their child's progress at regular intervals
 - ✓ producing newsletters - class and school to communicate learning plans and school events as well as celebrate successes
 - ✓ holding parent workshops and meetings linked to areas of the National Curriculum
 - Celebrate all achievements in our life-long learning journey
- Guide, nurture and support all members of our Fawkham Family

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with our **Designated Safeguarding Leader which is Miss Mandy Bridges or in her absence one of her deputy DSLs, Mrs Nicki Golding-Williams, Miss Clare Richardson and Mrs Beverley Bamber.** It must NOT be voiced with any member of staff, parents of the child, other parents or families in our school community 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 should be voiced with our **Designated Safeguarding Leader which is Miss Mandy Bridges or in her absence one of her deputy DSLs, Mrs Nicki Golding-Williams, Miss Clare Richardson and Mrs Beverley Bamber.**

Supervision

All volunteers in class 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/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 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. 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 children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

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 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 Leader which is Miss Mandy Bridges or in her absence one of her deputy DSLs, Mrs Nicki Golding-Williams, Miss Clare Richardson and Mrs Beverley Bamber**
- To ensure the safety of our pupils at all times, all of our volunteers must have a full DBS check.
- 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 children.

Complaints Procedure

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

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, eg: 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 Head teacher.

Monitoring and Review

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

Written by: Miss Mandy Bridges (Headteacher)

To be reviewed: March 2022

Signed..... Date.....
(Chair of Governors)

Signed..... Date.....
(Headteacher)

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)

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

Volunteer Agreement for Fawkham CEP School

Thank you for offering your services as a volunteer at Fawkham CE 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 at school. 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
- I know who the Designated Safeguarding Leader (DSL) is and who her deputy DSLs are
- I agree to support the Fawkham CEP School's mission
- I agree to treat information I learn from being a volunteer in school as strictly confidential – this includes not passing on information via word of mouth or through any social networking sites.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

Signed

Name.....

Date.....