

# CHORLEYWOOD PRIMARY SCHOOL

## VOLUNTEER WORKING IN SCHOOL POLICY

DECEMBER 2016



This Volunteer Working in School policy is part of the school's safeguarding procedures.

### **Introduction**

At Chorleywood Primary School, we welcome and encourage volunteers from the local community. Volunteers bring with them a wide range of skills and experience that can enhance the learning opportunities of pupils.

### **Volunteers Include:**

- Members of the Governing Body
- Parents, carers and grandparents of pupils
- Students on work experience
- University students on placements
- Local residents

### **Volunteers Role within School**

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups in the classroom to assist pupils with their learning
- Working in support of the class teacher
- Helping with cooking activities
- Accompanying school visits/trips
- Working with groups during Activities Week

Volunteers are not allowed to engage in the following activities:

- Change very young children or supervise children changing
- Supervise children engaged in PE or other specialised activities alone
- Take children off the school site without a teacher in charge

The responsibility for the health and welfare of pupil's remains with the class teacher at all times.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with and the days/times they are available to help.

### **Parent / Carer Volunteers**

It is school policy that parent/carer volunteers will not necessarily support in their own children's classroom; this is at the head teacher's discretion. Helpers will be asked to support in classes where there is the most need for support.

When volunteers support on a school trip, they will usually be supporting their child's class, although the class teacher may decide not to place the volunteer in the same group as their child.

### **Safeguarding**

Chorleywood Primary School is committed to safeguarding its pupils at all times during the school day and expects its volunteers to share that commitment.

1. It is Hertfordshire County Council (HCC) policy that a DBS disclosure at an enhanced level is required for all staff and volunteers who:-
  - work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
  - in roles which involve caring for, training, supervising or being in sole charge of pupils
2. In October 2014 the Department of Education issued an update to its Statutory Guidance "Keeping Children Safe in Schools". This update requires all staff and volunteers to complete a Disqualification Disclosure, confirming that they have not committed certain offences/have certain restrictions placed against them or they live in the same household as someone who has committed certain offences/have certain restrictions placed against them.
3. In line with Hertfordshire County Council guidelines we require all regular volunteers to provide two character references. The references should ideally be from someone with a professional qualification and they should confirm within the reference that they know no reason why the volunteer should not be able to work with children.

To ensure the welfare of our children all volunteers are given a copy of the volunteer policy and are asked to sign the Volunteer Agreement (Appendix 2)

If a volunteer has ANY safeguarding concerns, they should contact the Designated Safeguarding Person (the Headteacher).

### **Signing In**

When arriving at school, volunteers must report to the School Office. The visitors signing in book must be completed with the time of arrival and details of which class they will be visiting. Volunteers must also sign out in the same book indicating the time they are leaving the school premises. The

Office staff will provide volunteers with a visitor badge which must be displayed clearly on their clothing at all times while on the school site.

### **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 and NOT with the parent/carer of the child.

Any information gained at the school about a child or member of staff should remain confidential.

### **Supervision**

All volunteers work under the supervision of a teacher or other member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query /problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the teacher.

### **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in school. An appropriate member of staff (usually the Class Teacher/Team Leader) will ensure that volunteers are clear about emergency procedures during their induction meeting.

Volunteers should report any obvious hazards or concerns to their designated supervisor.