



# Volunteers in School Policy

## A non-statutory policy

Date effective from	Jan 2019
Signed, Head Teacher	Gary Price
Signed, Chair of Governors	Mags Ratford
Date approved by Governing Body	31 <sup>st</sup> January 2019
Date of next review	31 <sup>st</sup> January 2022

# Volunteers in School Policy

## INTRODUCTION

Volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Horsley School welcomes and encourages them. We have many requests from a variety of people who wish to visit or volunteer, these may include: members of the Governing Body, university, college and sixth form students and members of the local community. We also encourage parents and other adults to help teachers in a variety of ways. Our overriding concern, however, is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible without compromising their safety.

## AIMS

- To provide enrichment opportunities for children both within the curriculum and the extended school.
- To establish expectations for staff and volunteers.
- To promote continuity and coherence across the school.
- To set out the school's approach to how volunteers in school improve parent's and carers' understanding of the curriculum.

### **Volunteers contribute to the aims of Horsley school by engaging in activities such as:**

- Celebrating and sharing a diversity of skills, knowledge and expertise.
- Enriching the opportunities within the curriculum.
- Supporting staff with school clubs and cooking opportunities.
- Providing regular support, for example hearing children read.
- Providing opportunities for children to gain first-hand insight into areas of knowledge, understanding and experience not available from members of staff. This could be, for example, discussion with a volunteer of a particular faith within an RE unit of work, or a volunteer who has lived in a country being studied.
- Accompanying school trips.
- Undertaking arts and crafts activities with the children.

## DEPLOYMENT

All volunteers at Horsley C of E Primary School will be made to feel welcome. The parameters of their role within the school will be clearly defined from the outset in order to avoid the possibility of misunderstanding. Although the Headteacher retains overall responsibility for volunteers in school, this would usually be delegated to the member of staff making the arrangements. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding.

Volunteer helpers are not allowed to:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- take children off the school site without a teacher in charge.
- fall within a teacher's responsibility under *loco parentis*;
- fall within the job description of a teacher or member of support staff,
- undertake activities which would require them to have unsupervised access to children.

## **SCHOOL REGULATIONS AND OTHER INFORMATION**

It is the class teacher and Head Teacher's responsibility to ensure that volunteers and visitors do not have UNSUPERVISED access to children.

Volunteers must be made aware of the rules governing behaviour and dress code at school, including the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and importantly, details of first aid and emergency arrangements to follow in case of fire.

It is important that volunteers are made aware of the following procedures:

- To understand the utmost importance of keeping **all** school related information confidential and have read the Confidentiality policy
- Access to staffroom
- Expected level of behaviour and an awareness of professional codes of conduct and dress.
- The Equal Opportunities and Volunteers in School Policies along with other policies and practices as appropriate to the visit.
- Details of First Aid and Fire procedures
- The Complaints Procedure.
- The Behaviour Policy.

Signing in: When helpers arrive in the school, they must sign in at the reception desk and will be given a badge. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

## **CHILD PROTECTION**

For the children's safety at Horsley all regular volunteers are required by law to have clearance through the Disclosure Barring Service (DBS) before they work in the school.

The Headteacher will take all reasonable steps to confirm the identity of the person volunteering. The School Business Manager will view at least two original documents from the list below:

- Birth Certificate;
- Marriage Certificate;
- Passport;
- Driver's Licence.

The above regulations do not apply to volunteers such as those who help organise and run fetes or who may assist the school activities on an irregular or ad hoc basis but applies to volunteers who drive children in cars. However, if the Headteacher is unclear about the position in respect of a volunteer, he/she will seek further advice from the School's Business Manager.

The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the school.

**Insurance:** Volunteers are covered by the LA for third party liability only. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

**Transport:** Volunteers using their own cars to transport children other than their own children to school events should be advised to check with their insurance company to ensure that they do not contravene their insurance policy conditions. They also need to be DBS cleared.

**Inclusion:** Horsley C of E Primary School recognises that there will be times when the school requests the support of a volunteer for whom particular arrangements are necessary. The school operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis. Offers of help will be accepted purely because they fit the needs identified for the specific group of children and enhance and support what is on offer at the school both within and in addition to the curriculum.

**Health and Safety:** Safe practice must be promoted at all times. The school has a detailed Health and Safety policy and maintains records of Risk Assessment. All volunteers will have their attention drawn to identified risks, the teacher will explain to the volunteer the risk and any specific actions which should or should not be taken by the volunteer.

### **MONITORING AND REVIEW**

The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarizing their value to the children.

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

*Policy Reviewed – Jan 2019*

**HORSLEY C. of E. PRIMARY SCHOOL**  
**Policy for Volunteers in Schools**

**VOLUNTEER POLICY**

I have read the Horsley CE Primary School Volunteer Policy, Confidentiality Policy and Safeguarding leaflet and agree to abide by them.

I have received an induction into the role of volunteer and the school and its Health & Safety and Safeguarding procedures.

I will ensure I sign in and out of school on each visit and wear a visitor badge.

I am DBS cleared and have carried out the appropriate checks on this with the School Business Manager.

In the event that I have any concerns about anything I have observed or heard in school, I agree to bring them to the attention of the Headteacher.

Name: \_\_\_\_\_

Date: \_\_\_\_\_