

School Volunteer policy

Name of School	Longparish Primary School
Date of Policy Issue	September 2023
Name of Headteacher	Mr Mark Ward
Signature Headteacher	

Introduction

Welcome to Longparish Primary School and thank you for volunteering to help us in school. We welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking and reading. They usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school or get involved with FoLS.

Vision and Values - Excellence, Friendship, Respect

Our children are supported and challenged to become caring, collaborative, critical and creative learners who can adapt to meet their future life goals with confidence and success. We have a clear focus on ensuring all children experience success in all aspects of the curriculum by inspiring them in their learning and ensuring they develop the personal and social skills they need to be successful in life in the 21st century. We know that pupils learn more effectively if they feel valued, happy and secure. We aim to ensure that our children are respected as individuals and feel good about themselves so that they can achieve their very best within a safe, caring and supportive environment. We have an excellent team of outstanding, experienced staff who are fully committed to working in partnership with families and the local community to ensure that every child in the school benefits from a school environment where all children achieve success in both their learning and personal achievements.

The vision and values promoted by the school are key to the way we work and we expect all staff, governors and volunteers to be committed to it. Parents, carers and volunteers have a valuable role in helping us to fulfil our aims and values.

Personal and Professional conduct

Volunteers working at Longparish Primary School are expected to demonstrate consistently high standards of personal conduct. They must also have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in their own attendance and punctuality. We also expect volunteers to look professional in appearance and wear clothing appropriate to the tasks to be undertaken.

Safeguarding

Longparish Primary School is committed to safeguarding and promoting the welfare of children and expects and volunteers to share this commitment. The School operates a stringent Safeguarding Policy in line with Hampshire County Council guidelines.

As part of our commitment to safeguarding, volunteers will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Head teacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

On application to be a volunteer helper, you will be asked to complete a DBS (Disclosure and Barring Service) check.

Health and Safety

Please ensure you sign in at reception and wear a lanyard and badge at all times whilst in school.

Fire notices are displayed around the school and all volunteers are expected to familiarise themselves with the procedure including the location of extinguishers and routes of exit. In the event of a fire alarm, please exit the building via the nearest available exit and join the children and staff and assemble in the playground. In the event of evacuation from the school site, please follow instruction from the Head teacher or Health and Safety Manager who will undertake the role of Fire Safety Manager.

Please report any first aid incident in the first instance to the Class Teacher or Teaching Assistant. Any incident where a child is hurt should be referred to one of the trained first aiders, lists of whom are displayed around school. First aid is only administered by qualified members of staff.

Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Head teacher's discretion.

It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. You may be deployed to another class. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

Volunteers do not have to stay for a full morning or afternoon session, even an hour would be appreciated but we do prefer for volunteers to attend on a regular basis to ensure continuity and aid planning. However, volunteers with a 'special skill' which they could share with the children on a less frequent basis are also welcome!

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children.

It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child's safety or learning, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

When volunteering, you will be provided with a location in which to have a break or lunch. This will usually be the music room or classroom; Please note, the staff room is not accessible to volunteers.

Volunteers are asked to sign a 'Volunteer in School Protocol' (**see appendix 4**) a copy of which will be kept in school.

Safeguarding concerns about a child must be shared immediately with one of the designated teachers for child protection as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Designated Safeguarding Leads (DSLs) are:-

- Mr Ward
- Mrs Leach

*However if you are concerned about anything, you can talk to any staff member or the Chair of Governors.

Volunteers need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and ensure they are not alone with a child or young person. Where this is not possible, for example, hearing an individual child read in the library, it is important to ensure that others are within earshot. A gap or barrier should be maintained between volunteer and child at all times.

Communication with Pupils

Volunteers must not give their personal mobile phone numbers to pupils, nor should they communicate with them by text message, social networking sites or personal email. Volunteers should be aware that it is not appropriate to use social media to communicate with pupils.

Communication with Staff

Volunteers who have children in school should remember that during the day, they are here as a volunteer. If you have any questions, complaints or areas for discussion regarding your own child, you should make an appointment to see the class teacher before or after school, in the same way that all parents do. Teachers likewise, should avoid discussing children with volunteers whilst they are working at school but again make an appointment to see them after school.

Volunteer Rules

Please do

- Be positive and praise the children.
- Come to the main School Office, sign in and wear an identification badge
- Treat all children equally and with respect and expect to be treated with polite respect
- Report any potential child protection issues immediately to one of the Safeguarding Officers.
- Refer any behaviour management issues to the class teacher.
- Speak to the class teacher if you have any general concerns. If you have any whole school issues, please speak to the Head teacher.
- Report any Health and Safety matters immediately to the School Business Manager.
- Finish what you have been asked to do, then please feel free to ask what you can do next – there will be plenty!
- Advise office/class teacher as soon as possible if you are not going to be in school.
- Be punctual
- Enjoy working and playing with the children.

Please do not

- Handle /pick them up/touch /pull/manhandle the children
- Discuss incidents/behaviour with any other parents/carers.
- Enter the children's toilets without another adult being present.
- Be alone with a child unless directed to do so by the class teacher.
- Administer medicines or first aid
- Answer the office telephone
- Enter into any part of the building that you have not been asked to enter
- Use photocopiers and laminators unless you have been given the full training.

The teacher will give you:

- Clear guidelines about the activity and explain what you need to expect from the children.
- All the materials you need.

The class teacher may ask you to help with the classroom organisation and/or the preparation of resources when they are teaching the whole class.

Afterwards it is very helpful if you can feedback to the teacher about how the activity went and how you got on. Please agree with the class teacher how and when this should take place. Please ask if there is anything that you are not sure about or if you need help.

Use of Mobile Phones and Cameras

Mobile phones must not be used when working with the children. Please keep your mobile phone on silent and do not take calls or text whilst supporting children- please take a call in reception area away from children. Volunteers must not use their own mobile phones to take photographs for school activities whilst they are volunteering. Please do not use Social Media to refer to any activities within the school whilst you volunteered.

Smoking

There is no smoking (in any form) anywhere on the school site.

Website Information

Please visit our school website www.longparish.sch.uk where you will find a lot of useful information.

Policy Documents

Please familiarise yourself with the following documents which are available from the school website or school office.

- Keeping Children Safe in Education
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Computing Acceptable use policy
- Whistle blowing policy
- Health and Safety Policy
- Fire Procedures

References

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

Thank you!

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!!) If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all pupils fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children assess the curriculum and make the best possible progress.

Thank you.

The Headteacher and School Team - 2023

Appendix 1

Longparish CE Primary School Volunteer Request Form

Volunteer Name	
Address:	
Telephone Number:	
Email Address:	
Have you read the School Volunteer Policy?	
Are you willing to complete an online DBS check?	
Which area(s) of the school would you prefer to support?	
Do you have any specific skills/strength that could be utilised?	
Are there any activities that you cannot support? Please give details	
When are you available to support in school? Please give days and times.	

Appendix 2

What does 'sharing books with children' mean?

A few quick pointers to help you when you are asked to read or share a book with a child:

- The teacher will indicate whether you should read to the child or the child should read to you. If this is not clear, ask.
- If the child appears 'stuck', tell them gently to use their phonics and 'sound it out' if it is not a common exception word, or encourage a sensible guess based on what has already been read or look at the illustrations for clues, and if all else fails, tell them the word. Quite often a lack of confidence will inhibit them from making an attempt and their fear of 'getting it wrong' may result in silence.
- Encourage the child to predict what might happen next and discuss how they feel about the story and characters.
- Make the experience an enjoyable one, sharing your love of books with the child. This is a moment of quality time for you both.
- Please do not move the child onto another box from the reading scheme. If a child has done particularly well in their reading, please be sure to share this with the class teacher. Equally, please let the teacher know if any problems.

Appendix 3

Guidance for Volunteers for School Visits

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school visit, please see the class teacher. We do appreciate your help on school visits – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the visit involves a coach journey or minibus, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the visit, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher on return from the visit.

Appendix 4

VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Teacher if I observe anything that concerns me in school
- Treat all information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 9.00am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Head teacher prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Use my mobile phone for calls and texts – (I will only use it in Main Office area)
- Use social media regarding my volunteering in school

Signed:..... Block CapitalsDate:

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