

Howes Primary School

Volunteer Policy



Howes Primary School Volunteer Policy

Howes Primary School values the contribution that volunteers can make to the learning experience. Volunteers bring a wealth of skills and experience that can help to raise children's achievement. A well-managed volunteer programme is of great benefit to the school community.

Our volunteers include:

- Families of pupils
- University students
- Members of the Governing Body
- Members of the local community
- Work experience placements

The types of activities that volunteers help with include:

- Listening to readers
- Working with small groups of children
- Supporting the class teacher
- Running clubs
- Accompanying school visits

Becoming a volunteer at Howes

Anyone wishing to become a volunteer must make an appointment for an informal discussion with the Induction Leader. During this appointment the current volunteering opportunities in the school will be discussed and the volunteer application form will be completed (attached at annex). If the applicant has the skills and experience that match the current needs of the school, they will be invited to complete all relevant safeguarding checks and to complete the volunteer agreement. References may be sought as appropriate. Volunteers will receive an induction pack(attached at annex) explaining the role and responsibilities of being a volunteer at Howes. After this they will be designated to a particular member of staff to whom he or she will be directly responsible.

Where a volunteer's skills and experience do not match the current needs of the school, the volunteer can choose for their contact details to be kept. If a volunteering opportunity arises for which they might be suitable, the school will contact them.

Safeguarding

It is the responsibility of the Induction Leader to ensure that all relevant safeguarding checks are carried out before a volunteer commences working at the school. They should also ensure that the volunteer has a clear understanding of the safeguarding policy and procedures in school.

In school, volunteers should always work under the supervision of a member of staff. They should never administer first aid to a pupil or take them to the toilet. These jobs will always be done by members of staff.

Risk Assessment

It is the responsibility of the Induction Leader to ensure that all risks associated with the volunteer programme are adequately assessed and measures are in place to manage risks.

Induction

All volunteers will receive a volunteer induction pack that will explain:

- Health and safety procedures
- Signing in and out procedures
- Expectations with regards to confidentiality
- The school's behaviour policy
- Fire safety

Confidentiality

It is essential that all volunteers in school understand the necessity of confidentiality. Issues relating to pupils, staff and the school in general must remain confidential and should not be shared with anyone. This is to include posting any information on social media.

Volunteers on school visits

On occasion, volunteers may be required to assist on educational visits. The school always has the discretion to select which volunteers will have the most appropriate skills and experience to support visits out of school.

All volunteers assisting on school trips will have an induction and will receive written guidance outlining the school's policies and expectations.

When volunteers transport children in their own vehicles, parental permission must be obtained and car insurance must be checked by the Induction Leader, Headteacher or School Business Manager. Appropriate safety laws must be enforced i.e. seatbelts and car seats.

Contact Details

For further information about volunteering, please contact the school.

POLICY REVIEW DETAILS

Updated: April 2015

Review: April 2017

Howes Primary School

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

Address:

Phone:

What areas would you like to help with in school?

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.

Howes Primary School Volunteer Agreement

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

As a school we will:

- Provide you with induction information
- 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
- Inform you of any changes to the school day that will affect you for example if we need to cancel one of your sessions due to an educational visit or an event in school
- Treat anything you tell us with confidentiality
- We will not ask you to deal with difficult or challenging behaviour
- Only ask you to complete tasks that you are confident and able to do

As a volunteer helper I agree to:

- Follow the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform a member of staff if I observe or hear anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate safeguarding checks

I agree not to:

- Share any information about pupils or staff with anyone outside the school staff team, including via social media
- Use any personal recording devices, including mobile phones, in school

Induction Leader.....

Signed:..... Date:

Volunteer Helper: (Printed Name)

Signed:..... Date:



INFORMATION FOR VOLUNTEERS AT HOWES

Thank you very much for offering your time to volunteer at Howes Primary School. We appreciate the contribution that you are making to our children's learning. We hope that you find your time with us enjoyable and rewarding.

Arrival at school

Please ensure that you always follow this procedure:

- All visitors, including volunteers, must report to the main entrance of the school.
- Visitors must sign in the visitors' book and wear the ID badge provided at all times.
- When you leave the school, please sign out and return your ID badge.

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If a child tells you something in confidence or you feel concerned about a child, you **must** speak to the class teacher, the Headteacher (Miss Cooke), the Deputy Head (Mrs Bolland) or the Inclusion Manager (Mrs Mair).

Volunteers must not take children to the toilet or deal with injuries. Please ask a member of staff to deal with these matters.

The use of any privately-owned recording devices, including mobile phones, is strictly prohibited in school

Confidentiality

Like all people working in our school you are expected to keep information about pupils and adults completely confidential.

Health and Safety

Volunteers should take care of their own safety whilst they are in school, along with that of others who may be affected by their actions.

Please report all accidents or hazards to the class teacher as soon as possible.

Fire procedures

If there is a fire alarm when you are working in school, please leave the building with the class and remain on the playground until the registers have been taken and you have been advised that it is safe to return to the building.

Behaviour

We aim to be positive and consistent in our approach and to notice and reward good behaviour. Please ask the teacher you are working with about our behaviour policy. They will be happy to award House Points to pupils as appropriate and also to deal with any discipline issues.

If you have any questions, do not hesitate to ask any members of staff who will be happy to help you. Thank you for your support.



INFORMATION FOR VOLUNTEERS ON EDUCATIONAL VISITS

Thank you very much for offering your time to help taking children on an educational visit. We appreciate the contribution that you are making to our children's learning.

The teacher responsible for the visit will tell you the itinerary and give you any relevant risk assessments. They will provide details of the group you will be working with and any other important information.

When walking with groups of children:

- Adults walk on the road side of the pavement and spread out down the line of children ensuring that the children stay together.
- Where possible, pedestrian crossings should be used to cross the road. If there are none available, a member of staff will cross to the middle and will stay there to hold traffic up as the children cross.

First Aid

- There will be a member of staff who is a trained First Aider who will administer all first aid. Please inform them of any injuries or illness.

Child Protection

- Howes Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If a child tells you something in confidence or you feel concerned about a child, you **must** speak to the teacher, the Headteacher, the Deputy Head or the Inclusion Leader.

We appreciate your support and would ask you to take the time to read the following guidelines that will ensure the visit runs smoothly:

- If you have any concerns about the behaviour of a member of your group, please speak to a member of staff immediately.
- Please do not take children to the toilet. Notify a member of staff who will take them.
- Please do not use mobile phones and headphones while you are looking after children.
- Please remain vigilant and notify a member of staff of any concerns that you may have.
- Please do not take photographs of the children. Staff will take photos as they are aware of photograph permissions.

If you have any questions, do not hesitate to ask any members of staff who will be happy to help you. Thank you again for your support.

We hope that you have a great time on the educational visit.