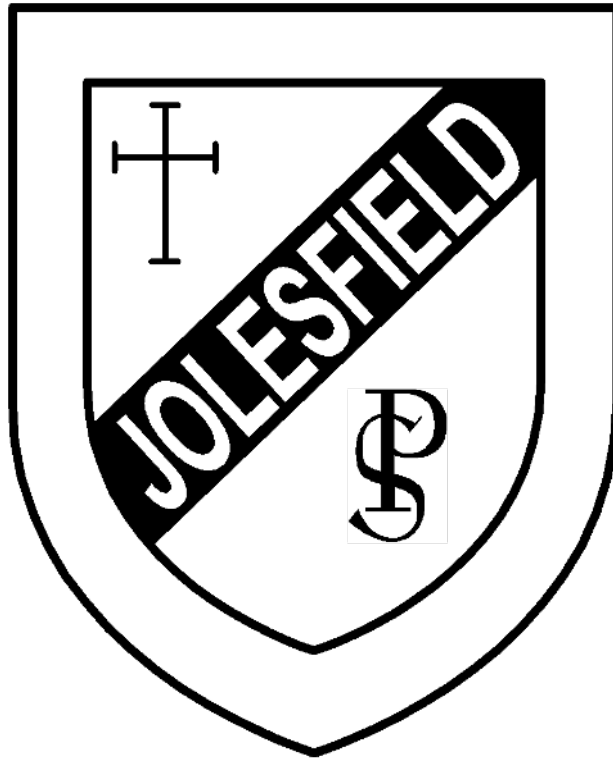


# JOLESFIELD C.E. PRIMARY SCHOOL



## ***Volunteer Policy***

## 1. INTRODUCTION

Volunteers at Jolesfield CE Primary school bring with them a range of skills and experiences that can enhance the learning opportunities of the pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community.

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Activities in which volunteers may be engaged in could include any of the following or similar activities:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running gardening groups

## 2. BECOMING A VOLUNTEER

Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly, or send in a CV and a covering letter explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. The person will be invited to attend the school for an informal discussion with an appropriate member of staff to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.

2. If suitable the volunteer will be asked to complete a "Registration Form for Voluntary Helpers at Jolesfield CE Primary School". (Appendix 2)

3. An Enhanced DBS check will be requested for all volunteers who will be in school regularly. Generally, a Barred List check will not be requested as employers are not legally permitted to request

barred list information on a volunteer who, because they are supervised, is not in regulated activity. However a Barred List check will be requested for any volunteer who is in regulated activity (see Appendix 1).

4. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.

5. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.

6. Volunteer records will be kept in the school office.

7. A specific member of staff will be allocated to oversee volunteer.

Before starting to volunteer in a school, the above steps must be completed and sign the volunteer agreement (appendix 3). No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

### 3. SCHOOL VISION AND VALUES

All volunteers are expected to observe the ethos and values of Jolesfield CE Primary School. Our school vision:

To create an inclusive Christian community where children develop a love of learning, grow into confidence and flourish.

*Jesus said: "I have come that they may have life, and have it to the full." John 10:10*

We are proud to be a Church of England primary school and our vision is firmly based upon the Christian principle of '**life in all its fullness**'. At Jolesfield, we believe that as children of God we are all valued and that a happy child is a learning child. We pursue academic rigour and excellence in all we do to enable the whole school community to flourish.

We ensure that we celebrate achievement in all of its forms, as well as the effort that goes into making progress. We work hard to cultivate a **love of learning** and self-belief that enables everyone to take risks and 'have a go', **growing in confidence** without fear of failure so that they can **flourish**.

At Jolesfield, our approach to learning is firmly built upon our RAISE values which are underpinned by the Christian values: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

Our **R.A.I.S.E.** values are:

**Respect** = Reverence - in the way we treat ourselves and others as God's creation

**Aspiration** = Hope - looking for ways God is leading us and our neighbours into an abundant life

**Independence** = Wisdom - being able to pray for guidance and develop a sense of responsibility

**Skills for life long learning** = Humility - knowing we need to improve and progress in order to succeed

**Environment and Community** = Compassion and Service - caring for the natural world and for our neighbours as God's gift to us

## 4. 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 the class teacher and NOT parents/carers of the child / 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/carers 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 the senior leaders in school (a whistleblowing policy is part of the induction pack).

## 5. SUPERVISION

All volunteers 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 including its expected outcome. 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.

## 6. HEALTH AND SAFETY

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The member of staff responsible for the volunteer will ensure that they are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Head Teacher. Volunteers are covered by DCC's Health & Safety Statement and indemnity and Public Liability Insurance

## 7. CHILD PROTECTION

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given safeguarding information as part of their induction process
- All of our volunteers must have been cleared by an Enhanced DBS check if appropriate to role.
- Where a volunteer is engaged in a one-off activity e.g. supervision of group as part of class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.
- Any concerns a volunteer has, about child safeguarding or protection issues, should be referred to the designated safeguarding leads or Head Teacher.
- The school reserves the right to request a volunteer leaves the school site at any time.

## 8. COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them;
- Report the person to an appropriate authority e.g. police, social services etc.;
- Provide the volunteer with a copy of the school's full Complaints Procedure.

# Appendix 1

## Regulated Activity Relating to Children

The new definition of regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. This is only regulated activity if done regularly
2. Work for a limited range of establishments with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers. This is only regulated activity if done regularly
3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
4. Registered child minding; and foster-carers.

## APPENDIX 2

### Volunteer Information Sheet

Name .....

Address .....

.....

Contact numbers .....

Which skills can you offer Jolesfield CE Primary School?

What 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 you are volunteering in our school? (Please give details)

Are there particular days/time you would like to work?

Thank you for taking the time to complete this Volunteer Information Sheet. Please hand it to the

Office. Your offer of help is appreciated and we will be in touch soon.

## **APPENDIX 3**

### **Volunteer Agreement**

Thank you for offering your services as a Volunteer at Jolesfield CE Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us

Please read and sign this Volunteer Agreement and hand it into the School Office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to complete a Disclosure and Barring Service application to advise the school of my suitability as a volunteer (if you already have a DBS Certificate, please hand it into the School Office).

Signed .....

Name .....

Date .....