

# Kingsland CE Primary School

## Volunteer Policy



### Let your light shine

**“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16**

**Let your light shine on our vision:**

*As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.*

**May 2024**

# Kingsland CE Primary School

## Volunteer Policy

Date for full implementation: May 2024  
Review date: May 2027



### Introduction

Volunteers at Kingsland CE Primary School bring with them a range of skills and experience that enhance and enrich the learning opportunities of our children. We welcome and encourage volunteers from the local community and value the significant contributions that volunteers make to the life of the school.

### The Status of Volunteers

A volunteer is not an employee of the school and is unpaid. The school is under no obligation to offer, or to continue to offer, any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time.

A volunteer is an unpaid adult who provides support to our school. Our volunteers might include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Supporting teachers to run after school clubs
- Helping children prepare for events (e.g. church services)
- Accompanying school visits

### Becoming a Volunteer

Volunteers are seen by children as safe and trustworthy adults and, therefore, it is necessary to apply similar recruitment principles and checks as for recruiting a paid member of staff, with the underpinning principles of Safer Recruitment being applied to all appointments. The school will apply a risk-based approach to the recruitment process. Volunteers will be subject to an enhanced DBS check.

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, should complete a Volunteer Application Form (Appendix One). This requests information such as contact

details, types of activities they would like to help with, and the times they are available to help. It also gives permission to obtain character references and a Disclosure and Barring Scheme (DBS) check, to ensure they are suitable to work with children.

The volunteer will have an informal discussion with the Headteacher and will be made aware of the role and responsibilities they will be undertaking, including the associated safeguarding responsibilities and behaviours expected. The experience, qualities and skills of any volunteer will be taken into account when deciding about the recruitment of a volunteer in school.

### **Management of Volunteers**

- The school will ensure that volunteers are given suitable induction training at the beginning of their placement.
- The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.
- Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.
- The volunteer's role, including status with pupils, will be made clear.
- Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

### **Safeguarding and Child Protection**

At Kingsland CE Primary School, safeguarding is our priority and we expect our volunteers to share this commitment. To ensure the safety of all our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and are asked to sign a Volunteer Agreement (Appendix 2).
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Volunteers are given a clear job description (Appendix 3) and their supervisors will address any concerns in their work.
- Volunteers must sign in and out of school. Upon signing in, they will be issued with a lanyard which they should wear at all times whilst on the school site.
- Volunteers will be given guidelines/training regarding safeguarding and child protection issues/procedures, especially pupils disclosing possible abuse.

### **Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers must maintain confidentiality at all times. Any concerns that volunteers have about the pupils they work with should be voiced with the Headteacher and NOT with the parents of the child.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher. Any information gained at the school about a child or adult must remain confidential.

Information about volunteers is also a matter of confidentiality and application forms and personal details will be kept securely.

### **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query, or problem regarding a child's behaviour or understanding of a task.

## **Health and Safety**

The school has a Health and Safety Policy which will be made available to all volunteers. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention, and report any obvious hazards or concerns to the class teacher or headteacher.

## **Equal Opportunities**

Kingsland CE Primary School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. Volunteer placements will, therefore, be open to individuals irrespective of race, gender, gender reassignment, disability, religious belief, sexuality, age or marital status. The school promotes equal opportunities and values diversity. Where a volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer position.

## **Volunteer Code of Conduct**

All volunteers should be aware how their behaviour can affect both adults and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute.

At Kingsland CE Primary School, everyone (including volunteers) is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Kingsland CE Primary School expects that volunteers will adhere to the following Volunteer Code of Conduct:

- Respect other volunteers, children and staff and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices by conforming to the school dress code.
- Maintain the confidentiality of personal information at all times.
- Not smoke anywhere on the school site.
- Not use mobile phones whilst on the school site.
- Not take photographs whilst on the school site, and never take photographs of children.

## **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer should be referred to the Headteacher for investigation. The school could take the following actions:

- Speak with the volunteer about a breach of the Volunteer Agreement.
- Offer an alternative placement for a volunteer.
- Inform the volunteer that they are no longer required to help in school.



# Kingsland CE Primary School

## Volunteer Application Form

Name:

Address:

Phone:

Email:

Are you related to any staff, governors or children at the school? If so, please give details here:

What skills can you offer / areas would you like to help with in school?

Are there any particular age groups / classes you would prefer to work with?

What days / times are you able to offer?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (Please give details)

I understand that, as a volunteer, I will be subject to an enhanced DBS check.

Signed:

Date:

Thank you for taking time to complete this Volunteer Application Form. Your offer of help is greatly valued and appreciated. Please hand it to the Headteacher.



# Kingsland CE Primary School

## Volunteer Agreement

Thank you for offering your services as a volunteer at Kingsland CE Primary School. Your offer of help is greatly valued and appreciated and we hope that it will be rewarding and you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it to the Headteacher.

By signing this agreement, you confirm the following:

- I have received a copy of the school's Volunteer Policy.
- I agree to support the school's aims and values especially in terms of equality and diversity.
- I understand the importance of child protection and safeguarding of children in everything the school does.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I am committing to involve myself in school activities and will attend when I have agreed to unless ill or there is an emergency.
- I will inform the school at the earliest opportunity if I am unable to attend.
- I understand that I will be required to undergo a DBS check to advise the school of my suitability as a volunteer.
- I have read and understood the Volunteer Job Description
  
- I agree to adhere to the following Volunteer Code of Conduct:
  - Respect other volunteers, children and staff and make them feel welcomed and valued.
  - Be sensitive towards others.
  - Be approachable and pleasant.
  - Dress and behave in a manner which promotes healthy and safe working practices by conforming to the school dress code.
  - Maintain the confidentiality of personal information at all times.
  - Not smoke anywhere on the school site.
  - Not use mobile phones whilst on the school site.
  - Not take photographs whilst on the school site, and never take photographs of children.

Name:

Date:

Signed:



# Kingsland CE Primary School

## Volunteer Job Description

**Title of Job:** Volunteer Support Assistant

**Responsible to:** Headteacher, with work directed by class teachers

### **Purpose of job:**

- To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements.
- To share in the corporate responsibility for the safeguarding, well-being and discipline of all pupils.

### **Duties and Responsibilities:**

- To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
- To give oral and written feedback to pupils on their attainment in order to promote further progress.
- To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
- To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
- To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
- As directed by the class teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation.
- To use a range of activities, including computers and other resources, and consider, in consultation with the class teacher, when and how to deploy them.
- To work alongside other adults, including teachers, trainee teachers, and other support staff.
- To maintain confidentiality at all times with regard to both supported pupils and the wider school.
- Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher.



# Kingsland CE Primary School

## Volunteer Agreement for Offsite Visits

School visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

### Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school visit
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the visit
- to contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour

### Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school visit, unless agreed specifically with the Headteacher.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.

### First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy and agree to the terms and conditions as stated in the policy

**Name:**

**Signed:**

**Date:**