

ALL SAINTS PRIMARY SCHOOL

VOLUNTEER POLICY



'Believe to Achieve'

Mission Statement

'To provide quality education for our children in a happy, secure Christian environment, encouraging pupils to achieve their potential academically, spiritually and socially.'

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art & craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches either of the Co-Headteachers directly.

Our School Vision

All adults who work in school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote the school vision - see above.

Aims

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or 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 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 either of the Headteachers.

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 / what the expected outcome of an activity is. Volunteers should seek further advice / guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Volunteers do not work unsupervised with children

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Headteachers.

Safeguarding

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under

constant supervision of school staff, must read and sign our Off-site visit agreement (Appendix 3).

- Volunteers must sign a contract - see appendix.
- Volunteers do not work unsupervised with children

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfES or LA.

Reviewed October 2017

Next review October 2018