

All Cannings CE Primary School



Volunteer Policy

Ethos Statement

I have come that they might have life, and have it to the full.

John 10 v 10

At All Cannings Church of England School, everyone embarks on a unique journey of learning, personal development and faith.

We consider our school a family, travelling together with support from people at home, the community and the church.

Our attitudes to learning and our attitudes to life are interwoven, with the Christian values of the school evident in all aspects of daily life.

By being fully involved in our own development and an active member of both the school and wider community, we leave All Cannings equipped to achieve personal success and shape the future.

Version Control

Version	2.0
Committee	Full Governors
Approved	17/03/21
Review Period	Three year
Signed – Chair of Governors	
Signed - Headteacher	

The school's volunteer policy is part of the school's safeguarding systems.

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.

Our Volunteers include:

- Members of the Governing Body
- MAT Staff from other schools
- Parents of pupils
- Ex-pupils
- Students on work experience
- University teacher training students
- Ex-members of staff
- Local residents
- PTFA
- External Agency Staff

The types of activities that volunteers are engaged in include:

- Hearing children read
- Working with small groups of children

- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. drama, art, sports etc.
- PTFA events
- 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 the office staff/class teachers, or Headteacher, in the first instance to discuss the type of activities they would like to help with and their availability.

The school will seek DBS clearance for volunteers who will regularly attend school before they are permitted to work in school to protect the staff and children.

Volunteers will be issued with appropriate safeguarding paperwork (see Appendix 1) to read and sign before they can come into school and be asked to sign an in-school volunteer agreement (see Appendix 1).

School's expectations from volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy and ICT Acceptable Use Agreement (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart, but casual dress.
- Refer any behavioural concerns to the class teacher, or safeguarding concerns to the Designated Safeguarding Lead or his Deputy Designated Safeguarding Lead and not to attempt to deal with any such issues themselves.
- Access to the staff facilities, but be reminded of school policies, as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

Our School Vision

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

We aim to provide an atmosphere of trust, care and equality, in which children, parents, staff, governors and wider community will be welcomed, accepted and included.

We aim to offer a curriculum which hopes to develop the full potential of each child.

We believe in close parental involvement, seeing parents as equal enablers in the development of their child to reach the highest, academic, emotional and social standards.

This vision is underpinned by the following aims and values.

Aims

- To work together as a community to provide a safe, happy and secure environment
- To maximise the performance and progress of each child appropriate to their need
- To promote and sustain a challenging, stimulating and caring learning environment.
- To advance the basic literacy and numeracy skills of every child as well as developing their creative and physical potential through relevant activities and highly effective teaching

- To develop positive attitudes to independent learning
- Promote active partnerships with parents and the wider community
- To be an organisation that demonstrates a commitment to inclusion and equal opportunities for all
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect
- 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/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/ persons outside school. If a comment a child makes gives cause for concern then the designated Safeguarding Lead, **Mr Richard Borman**, Headteacher, or Deputy Designated Safeguarding Lead, **Mrs Michelle Draisey** should be informed directly.

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 the Headteacher or Deputy Headteacher.

Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session. Blue visitor badges will be given to volunteers who have full DBS clearance and red visitor badges will be given to volunteers who do not have full DBS clearance. This is so people without full DBS clearance are clearly identified to staff and signals they should not be left unsupervised with children.

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 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.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school and is also available on the school's website. 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 Headteacher/Finance & Administration Officer.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement 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;
- Inform the Volunteer that the school no longer wishes to use them.
- The full Complaints Procedure is available on the school's website.

Monitoring and Review

This Policy will be reviewed every three years, or earlier, in the light of new guidance from either the DfE or the Local Authority.

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff, are expected to follow the eSafety Policy, which is available from the main office, or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make, or receive, calls during teaching time. Use of phones must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities, which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Volunteers will be included in the trip risk assessment.

Work Experience/ Placement Students

All Cannings has long standing relationships with local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of the school. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher outlining the aims of the placement and duration.

IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at All Cannings Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read, tick where applicable and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

I have received a copy of the School's Volunteer Policy	
I have completed a 'Volunteer Declaration of Disqualification' form.	
I have received a copy of the Equa Code of Conduct for Safer Practice for staff, governors, trustees, volunteers	
I have received a copy of the Safeguarding & Child Protection Procedures Leaflet	
I agree to support the School's Aims and Core Values (please see Our Values on our school website - https://www.allcannings.wilts.sch.uk/Our-Values/)	
I agree to treat information I learn from being a volunteer in school as confidential	
I understand that if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer	

If you already have a DBS Certificate, please show it to the school.

Signed: _____

Name: _____

Date: _____