

## WOOLENWICK JUNIOR SCHOOL

### Volunteers Working in School Policy V2

Policy Name	<b>Volunteers Working in School Policy</b>
Created by	Michelle Kingston
Responsibility of	School Improvement
Reviewed by	CH / BR and Complaints panel
This Review Date	Nov 14
Next Review Due	Nov 18
Cycle	4 years
Ratified by Governing Body on	4/11/14
Policy will be published	Website

### **Version History**

Version	Amendments	Date	Author
V1	Original document	Jan 2014	MK
V2	amendments	Nov 2014	CS

**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
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Friends of the school
- WI

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits

## Becoming a Volunteer

Anyone wishing to become a volunteer, either for one off event such as a school visit or on a more regular basis, e.g. hearing children read, should speak to any member of staff, who will then discuss this with the head.

Volunteers should complete the *Volunteer Information Sheet (Appendix 1)* with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should read and complete the *Volunteer's Agreement (Appendix 2)* which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any volunteer before they come into school to protect the staff and children.

Initially during the induction period, a volunteer will be able to volunteer for one session a week. After they have settled in, if both the volunteer and the school are in agreement, this may be extended to more time in school.

## Our School Aims

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 our school aims and education purpose as identified below:



Our mission statements is: "Growing Roots to Learn and Wings to Fly"

## **Child Protection/Confidentiality**

Please remember for many children school is a safe place where some children get away from some of the difficulties they face. The welfare of our children is paramount.

Volunteers in school are bound by a code of confidentiality – it is important you maintain the confidentiality of all personal and administration information at all times.

All volunteers must be cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual. This must be shown to the school.

To ensure the safety of our children and yourself, it is important you follow the following procedures:

- If a child chooses to disclose information to you, you must tell them that you may have to share it with a staff member if you feel they are unsafe. You should listen to the child and not ask any leading questions. As soon as possible, talk to your supervisor and make notes (which remain in school) as soon as possible.
- Any information a child shares with you should not be repeated outside of the school. You should not approach their parent/carer with the information given. This is also true for comments about their child's behaviour or learning. *Comments, 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.*

## **E-safety**

- Mobile phones should not be used in the classrooms or communal areas where the children are. If you need to keep your phone on for emergency reasons, please speak to your supervisor.
- Information about the school and your voluntary work with us should not be publicised or mentioned on social networking sites.

## **Children's behaviour**

We pride ourselves on the behaviour/attitudes of the children in our school. Working with you is a privilege for the children.

- The children should be polite, listen while others are speaking and be kind to each other.
- Encourage the children by praise and pointing out children who are behaving as you would expect them to.
- If a child is not behaving as expected or is not responding well to you, please let their class teacher know preferably verbally (please ensure other children are not listening) or if not, by leaving a little note.
- Should a child be disruptive to an activity or disrespectful to you, please send them immediately back to class.
- It is really important the children's effort and achievement is celebrated. When you feel a child works really well for you, please tell them. Also, inform the class teacher as they may receive a sticker/house point or even a mention in the Gold Book.

## **Supervision**

- Volunteers work under the supervision of the teacher of the class you have been assigned to. If you are not working specifically with a class, you should report to the person who has introduced and met with you to establish what you will be doing.

- The teacher has overall responsibility for the child/children at all times. This includes the children's behaviour and activity they are partaking in with you. Please make sure any important information is passed on as soon as possible to the class teacher.
- The teacher you are working with should provide clear guidance about the activity you are carrying out. If you are unsure before starting, please ask. If, once the activity begins there is a problem/query regarding the children's understanding please seek further advice/guidance.

### **Health and Safety**

- Please sign in (and out) at the main school office as you enter the building. This is important in case of a fire.
- If a fire alarm sounds, please keep control of your group. Follow the fire exit signs and leave the building by the nearest exit. The children should be taken to the lower playground to join their class.
- The supervisor should make volunteers clear about any safety aspects associated with the particular task you are carrying out (e.g. design and technology equipment).
- We ask you to exercise due care and attention and report any obvious hazards or concerns to your supervisor or an office staff member.
- If a child you are working with feels poorly, please take the child back to their classroom and inform the class teacher/teaching assistant.

### **Comfort breaks**

- The toilets are situated in the corridor outside the main office.
- Drinks (water/tea/coffee) are available in the staffroom. If you are taking your hot drink out of the staffroom, you must use a cup which has a lid. This is essential for health and safety reasons. Mugs/cups are for anybody to use; we don't have designated ones!

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteacher/Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher/Deputy 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 through the school office or via the website.

**Appendix 1**

**Volunteer Information Sheet – For new volunteers**

Name of Volunteer:

Are you over 18?

Other names known by (including maiden names):

Address:

Phone:

What skills/areas 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 working as a Volunteer in school? *(please give details)*

Are any of the pupils or staff known to you at the school?

Yes/No

If yes please name them and state what your relationship is to them.

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it in to the school office.

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

**Appendix Two**  
**Volunteer Agreement**

Thank you for offering to help as a Volunteer at Woolenwick Junior School. Your offer of help is greatly appreciated. We hope you enjoy volunteering at Woolenwick Junior School and gain a lot from the experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You are signing to say:

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information I learn from being a Volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer. (If you already have a DBS Certificate, formally known as a CRB, please speak to the school office).

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*You will receive a copy of this document for your records.*

**School Outings  
Guidance for School trip helpers  
(Volunteers and school employees)**

**Thank you very much for offering/being able to help at a Woolenwick off-site school visit. It is very important that you take the time to read this guide and any other paperwork the Group Leader (teacher) gives you. This will ensure maximum safety and enjoyment for the children, the other adults and yourself.**

**Outing:** \_\_\_\_\_

**Date of Outing:** \_\_\_\_\_

**Your group leader is:** \_\_\_\_\_

**The children in your group are:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

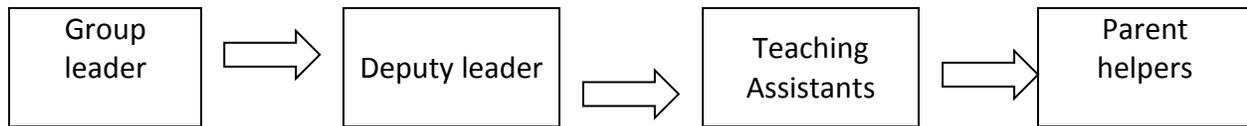
*Information about any children with specific learning or behavioural may be shared with you and must be kept confidential.*

Woolenwick Junior School, Bridge Road West, Stevenage, Herts, SG1 2NU  
Telephone number: 01438 215565 E-mail: admin@woolenwickjm.herts.sch.uk

## Voluntary Helper Off-Site Visits Guide

### Order of decisions and leadership

Every school outing will have a group leader, who is usually one of the year group's class teachers. The deputy leader is usually the other class teacher.



The group leader, together with the deputy may have planned:

- transportation
- the timetable of the day
- small groups with allocated adults
- lunchtime arrangements

They will also have completed risk assessments specific to the trip (look at safety, behaviour, emergency procedures, etc) and for necessary children, individual risk assessments.

### Expectations of Helpers:

PLEASE:

- Stick to the timetable of the day
- Support the teacher
- Ask the class teachers before making any final decision
- Do not contact other children's parents whilst on the trip (i.e. if Child A hurts their self or falls ill, the class teacher will contact the school, who will contact the parent/carer of the child)
- If you are a parent, please detach yourself from your 'parental' role – you have volunteered to help, not to just be with your child
- Regularly head count your group (on and off the coach, in and out of toilets, moving around the buildings, etc)
- Have read and follow the procedures of the risk assessments where necessary.

### Expectations of Children:

- To behave as they would in school (or better)
- To listen to adult instructions
- To remember their manners
- To walk in two's or in smaller areas, in a single line
- To remain in their groups with their assigned adult

### Working with a small group

To ensure both you and the children have a good time, it may be worth:

- learning the children's names (children can not wear a name tag on a trip)
- make sure they know your name

- regularly count the children (there is no such thing as over counting!)
  
- remind the children what to do if they get lost
- talk to them about what they can see
- know when and where to meet with the rest of your group.

### **Emergency Procedure**

- Your group leader will talk you through any plans prior to the trip.
- You should have an agreed meeting point for lost children/groups/adults
- It is the group leader's responsibility to contact the school if an incident arises, the school will then contact parents/carers.
- Under no circumstances should you talk to the press about an 'incident'. This will be dealt with by the Local Education Authority. Absolutely no names should be given to the press.
- If there is a fire drill at your location, it is essential that you keep your group together.
- In the event of an emergency, make sure all children are moved to a place of safety.

### **Mobile Phones**

If you have a mobile phone, we ask that you bring it on the school trip with you, fully charged. This will enable communication between groups if necessary (i.e. one group is late to get to the bus).

- Please share your mobile number with the group leader.
- The group leader will share their mobile number with you.
- All mobile numbers should then be deleted and not used after the school trip.
- Mobile phones should not be used in front of the children for personal reasons (unless absolutely necessary).

### **For your safety**

- Never be alone in a room with a child
- Do not follow the children into the toilets
- Do not allow a child to sit on your knee
- Do not give children any medication.

**Thank you once again for taking the time to read all paper work associated with the school outing. This will help us to ensure maximum safety and enjoyment for both children and adults taking part on the school trip. Without your help, we would be unable to provide children with these fantastic learning experiences.**