



**Neatishead, Salhouse & Fleggburgh Federation**

# **Volunteers Policy**

*Our schools aim to be happy and safe places where everyone shares a love of learning. Our Christian core values of respect, responsibility, courage, trust, perseverance and compassion underpin all we do.*

**'Soar on Wings'**

<b>Formally adopted by the Governing Board</b>	
<b>On</b>	<b>November 2020</b>
<b>Chair of Governors</b>	<b>J Gay</b>
<b>Date for review</b>	<b>November 2021</b>
<b>Responsibility</b>	<b>Full governing body</b>

**Our school is the secure base from which we ‘soar on wings’ to realise our ambitions.**

**Through valuing one another and the world in which we live, we flourish.**

**Through providing rich opportunities, we can imagine fulfilling futures.**

**Through a shared love of learning, we transform lives.**

The aim of this policy is to:

- To provide parents, staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

### **1. Introduction**

Volunteers are parents or other adults working alongside the school staff and students on work experience or placements.

We welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways.

Some volunteers come to school to help with a variety of tasks such as art, cooking, and especially reading, and usually work with individuals or small groups in specific classes.

In addition, volunteers often help when the children are taken on educational visits outside school or get involved with the work of our Friends Associations.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

### **2. Aims and Ethos**

We aim for our children to feel happy and safe and share a love of learning. Our Christian core values: respect, responsibility, compassion, courage, trust and perseverance, underpin all we say and do. We aim to lay a solid educational foundation so that all our children can 'soar on wings'.

As an inclusive school we celebrate the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs.

### **3. Safeguarding**

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible.

The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. Those who help out at specific events e.g. school fair, relatives in school days etc who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

#### **4. Becoming a Volunteer in School**

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding
- Whistleblowing
- Child Protection
- Health & Safety / COVID Risk Assessment/asbestos/lifting
- Fire
- Code of conduct
- Behaviour and exclusions Policy
- Pupil specific information

Volunteers will be asked whether they have any health conditions that may affect their ability to safely perform their volunteer role.

#### **5. Deployment of Volunteers**

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. This is under the direction of the Head of School.

#### **6. Volunteer Roles in School**

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Sharing books
- Playing educational games
- Making things
- Cooking
- Gardening
- Sewing
- Topic related studies
- Accompanying visits

The teacher will give you:

- Clear guidelines about the activity;
- All the equipment you need.

#### **7. Procedures and Protocols Health and Safety/Safeguarding**

When a volunteer arrives in the school they must sign in at the school office.

Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for.

A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members.

The Headteacher has the authority withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

Confidentiality is very important. While in school you are likely to become aware of issues relating to individual children and being discussed by staff. You may see children struggling with work, be upset or making poor behaviour choices or

hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The **teachers** here have the responsibility of informing parents of any concerns about a child.

Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Safeguarding concerns about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure.

The designated officers for child protection are:

Julie Church Executive Headteacher

Neatishead: Laura Davies Tony Murphy

Salhouse: Angela Feeley Lisa Phillimore

Fleggburgh: Ingrid Rounce Gemma Yassin

## **8. Guidelines for Supporting Children in School**

Encourage the children to talk about what they are doing in order to support them in using the correct vocabulary. Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. When playing games with the children, try and encourage the idea of taking turns and sharing. It is important that all children in school are given equal time and attention. Please do not lift, carry or move a child in any way.

## **9. Housekeeping**

Mobile phones: Please keep your mobile phone switched off whilst helping in school, and place the phone in a secure place like the school office.

Tea / Coffee arrangements: If you are in school over the break period, there are tea and coffee making facilities in the staffroom which you are welcome to use.

Photocopier: You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

First Aid: Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or teacher on duty if you are approached by a child with an ailment or injury.

Fire alarm If the fire alarm sounds, please make your way safely to the nearest exit and gather on the school field. Please do not return to the school building until you have permission to do so.

Attendance: If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

References Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of

three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

## **10. General Code of Conduct**

At all times, volunteers will be expected to adopt a professional approach and act as a positive role model to our children demonstrating our schools' core values.

All adults are expected to:

- place the well-being and learning of pupils at the centre of their professional practice.
- have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Adults:

- should not behave in a manner which would lead any reasonable person to question their suitability to work with children.
- must maintain an appropriate standard of dress and personal appearance at work which promotes a positive and professional image.
- must not give personal gifts to pupils or their families/carers. Any reward given to a pupil should be consistent with the school's behaviour policy, recorded, and not based on favouritism.
- should not share any personal information with pupils and they should not request, or respond to, any personal information from the child other than that which might be appropriate as part of their volunteer role.
- are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by us, pupils, parents and carers, the general public, future employers and friends and family for a long time.
- are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Adults are advised not to have online friendships with parents or carers of pupils, or members of the governing body. Where such on line friendships exist, Adults must ensure that appropriate professional boundaries are maintained.
- should not take photographs of children unless it is under the direction of the teacher.

There may be occasions when a distressed pupil needs comfort and reassurance.

All volunteers will have a named member of staff for support and guidance