



## WITTON CHURCH WALK C E PRIMARY SCHOOL VOLUNTEER POLICY 2021

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*'Where Every Door is Opened and Every Gift is Unlocked'*

At Witton we are a partnership of school, church, home, the Diocese and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community can flourish. We all appreciate and value what it means to be a positive member of a diverse and multicultural community. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves. Understanding and valuing their self-worth and the importance of their place and purpose in our community to be the person they are fully capable of being.

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

### **Our volunteers 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
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits
- Accompanying swimming lessons

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher or the head teacher. 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 complete the

Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm that they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, volunteers who will have frequent, regular contact with children will be required to complete a DBS (Disclosure and Barring Service) check. Details can be obtained from the school office. We are unable to have any regular volunteers in school unless they have been cleared by the DBS and show their certificate in school. The number of this certificate will be recorded. Anyone wishing to volunteer infrequently will need to complete the risk assessment with the class teacher (Appendix 4).

### **Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher immediately and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or head teacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the head teacher.

### **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 is available on request. 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 head teacher.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the head teacher for investigation.

The school has the right to take the following actions:

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

This policy will be reviewed annually or in light of new guidance from either the KCSiE or the Safer Recruitment policy and procedures.

Policy Updated:	Autumn 2021	Adopted by Staff and Governors:	Autumn 2021
Date for Review:	Autumn 2023		

### **APPENDIX 1**



## **VOLUNTEER INFORMATION SHEET – FOR ANY VOLUNTEERS**

**Name of Volunteer:**

**Date of Birth:**

**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)**

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

Please hand it to the head teacher.

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



## **VISITS VOLUNTEER AGREEMENT**

School trips 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 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 trip
- 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 trip
- 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 school staff

### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip
- 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
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child

### **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***

***I agree to the terms and conditions as stated in the policy***

***I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.***

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

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



## VISITORS CODE OF CONDUCT

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equality Act 2010
2. Use appropriate language and behaviour with children
3. Please sign in and out of the premises and wear a visitors badge at all times
4. Report any breakages or accidents to the main office
5. If you feel in any way uncomfortable about the behaviour of a child please discuss this with the Child Protection lead
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival – the Bursar/Admins staff will need to assess the risk
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office
9. If on a school educational visit please inform the teacher if you need to take an emergency call
10. All photography and filming within school is prohibited
11. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond
12. All visitors should be aware the Witton Church Walk has a Whistleblowing, Child Protection and Safeguarding, Online Policies – these are available on the school web site or at the main office
13. Clothing should be respectful of pupils, staff and the working environment and community
14. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning

**In signing in as a visitor you are agreeing to the above code of conduct.**