



Volunteers in School Policy

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| Revision History | | |
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| <u>Version</u> | <u>Reason for issue</u> | <u>Approval date</u> |
| 1.0 | Revised publication for approval by Governing Body | Sept 2012 |
| 2.0 | No amendments | Sept 2013 |
| 3.0 | Updated DBS & barred list procedures | October 2014 |
| 4.0 | Statement added signposting volunteers to Safeguarding Policy | May 2019 |



Bramley Sunnyside Infant School



Volunteers in School Policy

Bramley Sunnyside Infants warmly welcomes parents, members of the community and other volunteers into school to take an active role as partners to enhance children's education. We feel that together our school and local community members will help make a positive contribution to children's learning and strengthen relationships. Bramley Sunnyside Infants will be better supported as a result of their contribution to the benefit of both pupils and staff.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Family members
- Past pupils
- Students on work experience
- University Students
- Members of the local community
- Friends of the school
- Ex-members of staff

Becoming a Volunteer

Any one 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 or baking must contact the class teacher directly in the first instance.

Volunteers must complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activity they would like to support and the times they are available. They must also, prior to joining our learning community, complete 'The Volunteer Agreement' (Appendix 2) which sets out the schools expectations of volunteers and asks volunteers to confirm that they have received a copy of this policy.



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Depending on the nature of the volunteer work the school will seek the necessary barred list or disclosure & barring clearance for volunteers before they come into school to ensure the safeguarding of pupils and staff.

The school will seek the necessary safeguarding clearance e.g. DBS for any volunteer before they come into school to ensure the safeguarding of pupils and staff.

Volunteers are not permitted to work unsupervised with children without a clear, enhanced disclosure & barring check being in place beforehand.

The relevant disclosure application forms are available from the school office (there is no cost to volunteers for this service)

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children with whom they have been in contact with, should be voiced with the class teacher and NOT with the parents of the child or others outside school. If it is a comment from a child which gives cause for concern, then the designated person for safeguarding (the Head teacher) should be informed directly.

The latest version of our school safeguarding policy is available from the school website by visiting www.bramleysunnysideinfant.co.uk or by requesting a hard copy from school reception'

Comments regarding children's learning or behaviour is highly sensitive, and if taken out of context, can cause distress to the parent of the child if heard through a third party rather than directly from the school. Volunteers who are concerned about another adult in school should speak to the Head teacher or Deputy Head teacher directly.

Health and Safety

The school has a health and safety policy; available to all volunteers on request. Class teachers will make clear to volunteers working in their classroom the



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correct instructions regarding emergency and safety procedures (fire/evacuation, using cutting tools etc).

Complaints Procedure

Any complaints about a volunteer in school will be referred to the Head / Deputy Head teacher for investigation.

The Head teacher reserves the right to take the following action:

- To speak with the volunteer about a breach in the Volunteer agreement.
- Offer alternative placements (where deemed necessary)
- Inform the volunteer that the school no longer wishes to use them.
- Actions according to the welfare of children, staff and school as a whole.

Guidelines:

1. Parents/volunteers are most welcome to accompany staff and children on out of school visits. Volunteers may be in charge of a group of children, but must be at all times under the supervision and direction of a teacher. Parents/volunteers are invaluable in their contribution to the children's welfare and safety and in ensuring maximum benefit from the visit.

2. Parents/volunteers are most welcome to help in the classroom, always under the direction of a member of staff and after the completion of the 'Volunteer Agreement' paperwork.

3. Parents/volunteers with particular interests and expertise may, under the supervision and direction of a member of staff, give talks or demonstrations to children which will enhance the curriculum.

4. In the interests of safety, high standards of conduct are required of the parents/volunteers and it is left to the professional judgement of the Head Teacher to determine the circumstances in which parents and others can participate in the work of the school.

5. Children will be encouraged to respect and value the contribution of Parents / Volunteers in school.

6. The Head Teacher and staff should be vigilant at all times where the use of Parent/Volunteer is involved.



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7. Volunteers may be required to complete a form that gives the school permission to seek information relating to Barred List/DBS and obtain police clearance. The LEA on behalf of the school carries out this search before any volunteer begins working in school.

Conclusion:

To be used in conjunction with the Health and Safety, Safeguarding, emergency Evacuation, Internet Guidelines and Agreement and other relevant policies of the school.



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Volunteer Information for New Volunteers Appendix 1

Name of Volunteer:

Date of Birth:

Other names known by (e.g. maiden names):

Address:

Phone Number:

What skills / areas that you would like to help with in school?

Are there any particular age group/ classes you would like to work with?

Do you have any disabilities/ other needs that we need to take into account when working as a volunteer in school? YES / NO

Please give details:

Thank you for taking the time to complete this Volunteer Information Sheet. Please hand it into the school office.

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



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Volunteer Agreement Appendix 2

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

Please read and sign this Volunteer Agreement and hand it in to the school office.
You will receive a copy of it for your records.

- I have received a copy of the schools Volunteer Policy.
- I agree to support the School Aims.
- I agree to treat information I learn from being a volunteer in school as strictly confidential.
- I understand that I may be required to undergo a disclosure & barring check to advise of my suitability as a volunteer. (Volunteers must NOT work alone with children unless they have a Clear, Enhanced Disclosure & Barring check in place first). The check will be free of charge to the volunteer and will be administrated by the school
- I have received a copy of the 'Acceptable use of ICT' Policy and agree to these conditions.

Safeguarding

Please note: The latest version of our school safeguarding policy is available from the school website by visiting www.bramleysunnysideinfant.co.uk or by requesting a hard copy from school reception'

Signed: _____

Name: _____

Date: _____