



Volunteer Policy

Status and review cycle:	Annual review required
Reviewed:	
Ratified by governors on:	
Each individual school Local governing board will record the date of ratification	
Next review date:	

“Values, culture and character through excellence in standards”



Vision

We want our Federation settings to be open and welcoming to all who would like to support our children. We would like to encourage parents and other adults to help the school, campus and centre in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities. Our over-riding concern is for the safety and security of the children in our care. Our Federation policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of Volunteer Helpers policy

- 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. Volunteer helpers are:
 - Parents or other adults working alongside the teachers
 - Students on work experience
- Volunteer helpers support the school in a number of ways:
 - Supporting individual pupils within classrooms
 - Hearing pupils read
 - Helping with classroom organisation
 - Helping with supervision of children on school visits
 - Helping with group work
 - Helping with art or other practical subjects (cooking etc)
- Volunteer helpers are not allowed to do the following activities:
 - Take responsibility for all or some of the class
 - Change very young children or supervise them changing
 - Supervise children engaged in PE or other specialist activities
 - Take the children off the setting site without a teacher in charge

The responsibility for the health and welfare of children remains with the class teacher at all times or the named key worker in the case of the children's centre.

Signing in

When any helper arrives in the school/campus or centre they must sign in at the main office and collect a visitor badge which must be worn at all times. Volunteer helpers should indicate their arrival time and which class they will be visiting. Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding Checks

For the children's safety, all volunteer helpers who have regular contact with children must have a List 99 check (List 99/ISA is the DfE list of people who are banned from working with children) regardless of whether they have unsupervised access to children.

In addition to these checks, volunteers with unsupervised access to children will be required to have an Enhanced CRB disclosure prior to taking up the role.

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher or Centre Manager prior to volunteering.

Any disclosures will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he or she believes this may not be in the best interest of the children. Volunteers are not permitted to use their mobile phones during their time on the school or centre premises. If for any reason, a mobile phone needs to be on, this **MUST** be with the permission of the head teacher. Any other contact from families or friends should be via the main school or centre telephone number.

All volunteers are expected to act in a professional manner at all times and are subject to the same expectations as paid members of staff.

Volunteers not requiring an Enhanced Disclosure

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. school fete,

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol', a copy of which will be kept in school.

No volunteer may use social networking sites or other media to discuss their contribution to school life or any events that happen in school as part of their volunteering.

Deployment of parent helpers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and may place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and review

The day to day monitoring of this policy is the responsibility for the Headteacher and leadership team. This policy will be reviewed on a 2 year cycle or earlier if necessary following and local or national changes to safeguarding requirements.

Date policy agreed:..... Signed:.....

Volunteer Helpers in School Protocol

Please read and sign the document below to confirm your agreement with the following expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour in each of our settings.
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete
-

Signed: Date: Classteacher/Headteacher

Volunteer Helper: (name)

I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate CRB/List 99 safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Communicate via social networking sites, any information or events that happen in the setting in which I am volunteering
- Use my mobile phone in school without prior permission of the head teacher due to emergency situations

Signed: Date: