



Volunteers in School Policy

Date of Issue:

December 2016

Review Date:

Reviewed July 2023

Review Date :

July 2025

Aims of the Volunteers 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.

Volunteers are:

- Parents or other adults working alongside the teachers
- Students on work experience

Volunteers support the school in a number of ways:

- Supporting individual or groups pupils during lessons
- Hearing children read
- Photocopying or preparing resources
- Supporting art or other practical subjects (cooking etc.)

Volunteers 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 school site without a teacher in charge

The responsibility for the health and welfare of the children remains with the class teacher at all times

Signing in

When a volunteer arrives in the school, they must sign in at the school office and collect a visitor badge, which must be worn at all times in school. Please sign in indicating your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding Checks

It is the policy of Preston Manor Lower School that all staff and volunteers who:

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults
- are in roles which involve caring for, training, supervising or being in sole charge of pupils **will** be required to obtain a DBS disclosure at the appropriate level. This will be arranged by the HR Department when the proofs of identity have been obtained.

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

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, mums in school days etc. who do not have unsupervised access to children

Confidentiality

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

Deployment of Parent Helpers

It is the policy of the school for parents not to support in their own child's classroom [or year group], as this can be distracting for the child and perhaps can place the class teacher in a difficult position. Volunteers 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 of the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school, summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 2-year cycle, or earlier, if necessary following full consultation from the parents, staff and governors.

Date of Policy: September 2016

Reviewed by: Qudsia Siddique July 2023

VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school 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
- 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
 - Supervise children unaccompanied by a member of staff

Name : Qudisia Siddique

Signed:..... Date:

Deputy Headteacher

As a volunteer, 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 about children or staff 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 DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer at Preston Manor Lower School
- Arrive on time for my session
- Attend all the sessions
- Let the school know if I am unable to attend
- *Covid 19 Addendum - I agree to :*
 - *wear a face mask when on site*
 - *speak to children and adults from the side, not face to face*
 - *remain in my bubble*
 - *follow the one way system*
 - *follow all the Covid 19 guidance as laid out in the risk assessment*

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

Volunteer : [Printed Name]

Signed:..... Date: