



WORTH PRIMARY SCHOOL
“lifelong learning”

Policy for Volunteers in School

July 2019
(To be reviewed annually)

Volunteers in School Policy

Introduction

Worth Primary School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school.

Volunteers will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

We benefit from volunteers through:

- Celebration of the diversity of skills, knowledge and expertise within our school and wider community.
- Enrichment opportunities within the curriculum through volunteers who advise and support both the staff and pupils.
- Providing regular support in the classroom in activities such as reading.
- Providing first- hand experience to support specific topics or curriculum areas such as in History or RE.

How to volunteer

People interested in volunteering should contact the school office on 01304 612148 or secretary@worth.kent.sch.uk

Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Head of School or relevant member of staff.

Volunteers will be given copies of:

1. Worth Primary School's Policy for Volunteers in School.
2. Part 1 of Keeping Children Safe in Education.
3. Worth Primary School's Code of Conduct.
4. Privacy Notice

In advance of volunteering, all documents above should be signed by the volunteer and a signed copy kept on record by the school.

The Head of School retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through induction procedures all volunteers will be made aware of the following:

- Volunteers will be under the supervision of a member of staff.
- They must be directly supervised if they do not hold the appropriate DBS certificate.
- How to deal with inappropriate behaviour of children.
- Expectations regarding confidentiality.
- Policies relevant to their role.
- Expected level of appropriate behaviour and an awareness of professional codes of conduct.
- The school's complaints procedure.
- Safeguarding procedures.
- Health and safety procedures.
- Fire alarm procedures.
- GDPR expectations.

Child Protection and Safeguarding

The law requires checks to be made on anyone with responsibilities in a school which gives them regular unsupervised access to pupils. This includes people who regularly help:

- In the classroom.
- In extra- curricular activities.
- On residential visits.

Volunteers not being directly supervised will be asked to complete a DBS Disclosure Application Form each year. This will not apply to volunteers who assist in school activities such as assisting in walking children to a local venue or in activities such as PTA events where activities are supervised by a member of staff or a responsible adult (those for whom we have certification of a satisfactory DBS). Whilst we are waiting for the return of DBS checks, a list 99 check will be done.

General Data Protection Regulations

During volunteer duties, you may have access to the personal information of other members of staff, the School or pupils. All volunteers must help meet the School's data protection obligations and therefore should ensure they have read a copy of the School's Data Protection Policy. Please ensure you have received a copy and have read the School's Privacy Notice which outlines what personal data we hold about volunteers, how we collect, how we use and may share information about you. If you have any concerns or questions around data protection please speak to the Data Protection Lead, Tracey Sandy.

Inclusion

Worth Primary School is a fully inclusive school and, where possible, will encourage disabled volunteers to support the school. The school will take steps to ensure appropriate support is given to all volunteers.

Parent volunteers

Parents make up the majority of volunteers. Worth Primary School encourages the support of parents. However, in most cases we will ask parents to support classes which do not contain their own children.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety Policy and maintains a record of risk assessments. All volunteers will have their attention drawn to identified risks. Action will be taken by the school to minimise any risk.

Volunteers will be covered under the school's relevant insurance arrangements while undertaking volunteer activities.

Feedback

Volunteers will be encouraged to provide feedback to the school via the relevant staff member, or Head of School, regarding their experience of volunteering. Feedback will be used to maximise the benefit of volunteering to both the school and future volunteers.

Associated Documents:

Staff Code of Conduct; Complaints Policy; Safeguarding Policy; Health and Safety; Behaviour and Reward Policy; Privacy Notice; Data Protection Policy.

Date: July 2019

Worth Primary School Guidelines for Volunteers in School

The staff at Worth Primary School very much value the support parents and the community give in so many ways. Without this help, we would not be able to provide such a range of activities. Whether you come in regularly to support an aspect of children's learning, walk with children or support local events we wish to express our thanks.

The information below outlines your role and responsibilities and includes important information.

Please sign below to confirm that you have read and will comply with the requirements.

On arrival at school, please sign the visitors' register. You will be given a badge to wear.

We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Children can often be very open. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Head of School.

If you see or hear anything that concerns you, please report it directly to the class teacher or to the Head of School, as outlined in the school Complaints Policy.

The Head of School, Tracey Sandy is the Designated Safeguarding Lead for the school. If a child discloses anything that gives you cause for concern, please report it to her, or the Deputy Safeguarding Lead, Mrs. Amos.

You should be provided with a copy of Part 1, Keeping Children Safe in Education which you are required to read and sign.

You should be provided with a copy of the Staff Code of Conduct prior to volunteering. Please familiarise yourself with these guidelines and ask if you are unsure about anything.

Although the children may know you by your first name, in school you will be referred to by your title e.g. Mrs. Brown. Please follow the staff conduct policy.

You will work under the direction of the class teacher, but please do ask for advice if you are unsure what to do or where to find equipment.

If any child is discourteous, please refer him or her to the class teacher.

All regular volunteers are required to undergo a DBS clearance on an annual basis. This will normally be each September.

Fire regulations are on display in each designated area of the school.

There is a copy of the school's Health and Safety Policy in the Office. Please familiarise yourself with the regulations.

The school operates a no smoking policy. If you take part in a school visit or a residential course you are also requested not to smoke.

For your own safety, please put a pin number on your mobile phone. Please refrain from using mobile phones in front of the children as we want to set them a good 'work ethic' example. Soft drinks are available in the staff room. Please help yourself.

We appreciate all feedback regarding your experience as a volunteer, particularly any improvements we could make to your experience, or anything that works especially well.

Volunteering in School

I have received and read:

The Staff Code of Conduct (Please tick)

Keeping Children Safe in Education (part 1) (Please tick)

The Volunteers in School Policy (Please tick)

Privacy Notice (Please tick)

I have had a discussion with the Head of School or class teacher about my volunteering role and have had a simple induction. (Please tick)

Signed:

Full name:

Date: