




### Volunteer Policy

Version No.	
Name of Responsible Committee	Business Management
Ratification Date	
Review Date	Every three years

Signed: Chair of Governors / Chair of Responsible Committee	
Date:	7/5/24

At Twyford C of E School, we value the contribution made by volunteers in the smooth running of our school. Our volunteer roles may include, listening to readers, preparing and maintaining art equipment, working in the library, or accompanying a school outing. The support of volunteers is gratefully received and is valued by our children and staff, who see volunteering as contributing to school life.

As a primary school we are committed to meeting the needs of all pupils in a safe, secure and supportive environment. Volunteers are vital in helping us to achieve this, but do need to work within specific parameters outlined by the school. This policy outlines these guidelines, with particular focus on safeguarding.

### **Becoming a Volunteer in School**

Staff must notify Senior Leaders if approached by a parent/carer who wishes to volunteer in school. Senior Leaders will speak to all potential new volunteers to establish the following:

- Why they want to volunteer in school
- How they wish to support the school
- What skills can they bring to the school
- Which Key Stage/Year group would be most appropriate
- When and how often they can support in school

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding
- Child Protection
- Health & Safety
- Fire Procedures

As part of the meeting the volunteer will be asked to read and sign a 'Volunteer Code of Conduct'. (appendix 1)

### **Safeguarding**

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

All regular volunteers are required to undertake a DBS check. Volunteers are also required to self-declare any convictions, cautions or concerns that are either current, pending or historic. A copy of the school's 'Child Protection Policy' can be found in the school office. A copy of this will be emailed to you prior to commencing volunteering.

### **One-off Volunteers**

Individuals volunteering for a single event, for example, helping on the school visit or assisting on Sport's Day are not expected to complete the same checking process as regular volunteers, however, they must be supervised at all times. Volunteers who volunteer for a single event on a more regular basis, must undergo the full checking process.

### **Roles of Volunteers**

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

Volunteers are NOT allowed to:

- Take responsibility for the whole class
- Supervise children engaged in PE or other specialist activities without a teacher present
- Undertake First Aid. A member of staff must be informed of any accident
- Take children off the school site without a teacher in charge

Many of the activities that we ask volunteers to help with are the sorts of things that parents do with their own children at home such as:

- Sharing books/listening to readers
- Playing games
- Creative activities
- Cooking
- Gardening
- Sewing
- Subject specific support
- Supporting school outings
- Supporting individual children
- Helping with classroom organisation or the preparation of resources

The teacher will give you:

- Clear guidelines about the activity
- All the materials you need

### **Additional Information for Volunteers**

Volunteers should ensure that they fully understand the task before embarking on it with children. Each teacher has their own style of working; these obviously differ from teacher to teacher. After a couple of sessions volunteers will start to become familiar with their classroom management and routines.

Volunteers who are parents with children in that class, need to avoid being overly interactive with their own child. Some children respond very well to having their parent volunteering in the classroom, whilst others may find it challenging. In this circumstance, teachers may suggest volunteering in another class.

Volunteers should only use the staff toilets, not ones that are provided for children to use.

### **Procedures and Protocols**

When a volunteer arrives in the school they must sign in at the school office. Volunteers must also sign out when they are leaving the school premises.

A visitor lanyard must be worn at all times in school.

Mobile phones should be on silent. Volunteers must not have their phones out when in school.

Volunteers must not administer 'First Aid' to children whilst in school or on school trips. All first aid requirements will be dealt with by a member of staff with first aid qualifications. Volunteers must talk to the class teacher in the first instance if a child has a bump etc.

### **Confidentiality**

It is very important that all staff, volunteers and other adults working in the school work to a policy of confidentiality. While in school volunteers are likely to become aware of issues relating to

individual children. Volunteers may see children struggling with work; be upset; misbehaving or hear/see other information concerning a child while you are with in school.

Volunteers **MUST NOT** share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If Volunteers ever have any concerns about a child, they must speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer Code of Conduct' a copy of which will be kept in school.

#### **Volunteer Commitment to the School**

- All volunteers should telephone or contact the school in advance if they know they will be unable to attend a session
- All volunteers will arrive at the school at the agreed time
- All volunteers will dress accordingly for their role. We expect all volunteers to adhere to the schools' dress code – appropriate attire which would not cause embarrassment or offence to anyone.
- All volunteers should be extremely discrete and sensitive i.e. over the ability of a child any area of the curriculum and should adhere to the school's confidentiality.
- All volunteers will be respectful to all members of staff and model appropriate behaviour at all times.

#### **Suitability**

Senior Leaders will ensure existing volunteers re-read and sign a copy of the 'Volunteer Code of Conduct'. This will normally take place during the start of the academic year.

The Headteacher has the authority to withdraw the help of volunteers if they believe that is not in the best interest of the children or staff.

#### **Health and Safety**

Although volunteers are not regarded as an employee of the School, they are required to comply with the Health and Safety at Work Act 1974. The school attaches the greatest importance to health and safety and provides a safe working environment. Volunteers should ensure that they do not put themselves, or others, at risk.

#### **Equal Opportunities**

The School is committed to a policy of equality of opportunity and ensures that no person receives less favourable treatment than any other person on any grounds, and is not disadvantaged by conditions or requirements which are not justified in terms of the job to be done.

There is an obligation on all volunteers to ensure that they comply with the School's equal opportunities policies in their dealings with pupils, employees and members of the public.