



## CAMPTON LOWER SCHOOL

### A POLICY STATEMENT FOR VOLUNTEERS

#### **Introduction**

Volunteers at Campton Lower School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

#### **Becoming a Volunteer**

Anyone 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, should approach the School Office directly and complete the volunteer application stating their availability and their skills.

#### **Volunteer Induction**

All volunteers in school will receive an induction pack containing relevant policies, procedures and School Prospectus. Each volunteer receives a full induction from the Headteacher, which includes safeguarding training and the schools expectations and procedures are made clear and guidelines are given. The Headteacher is responsible for the management of volunteers and student placements in school.

#### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class teacher and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

## **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Class teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the class teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school has a Health and Safety Policy and this is made available to Volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/companing children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/headteacher.

## **Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy.
- To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS check that the school has requested.
- All Volunteers are interviewed by the Headteacher and the school must receive two relevant references for each volunteer.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. The Class teacher will ensure that these volunteers are kept under constant supervision of school staff.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.

Date policy agreed \_\_\_\_\_

Signed \_\_\_\_\_

Date of Commencement of the Policy March 2016

Date of Endorsement by the Governing Body March 2016

Date to Review March 2018