



St Luke's CofE Primary School DEMAT



Volunteer Policy

Through God's love, we are the rich soil where roots grow and seeds flourish. Luke 8:4-15

At St Luke's our vision is that everyone is to be nurtured, respected, and challenged to the best that they can be, where every child is valued for their uniqueness and thus supported in their personal journey of learning and growth within an environment of encouragement, compassion and nurture.

St Luke's Volunteer Policy (DRAFT)

Our core values

Here at St Luke's CofE Primary School, we passionately believe in working together to ensure that we enjoy our learning and support those around us. Staff and governors are committed to ensuring that each individual child gets the attention and specific learning support they need within a warm, genuinely supportive environment.

The school's approaches are founded on six core values, which apply equally to children and adults:

- INTEGRITY
- PERSEVERANCE
- CONFIDENCE
- EMPATHY
- HONESTY
- KINDNESS

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Volunteer Policy

Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Keeping the Library tidy and up to date
- Accompanying school visits and residential trips

Deployment

Volunteers are not asked to carry out duties which:

- Fall normally within a teacher's responsibility under *loco parentis*;
- Fall normally within the job description of a teacher or member of the support staff, i.e. they are not asked to cover the absence of staff from school;
- Would normally be performed by a contractor engaged by the Trust or by the school
- Require them to have unsupervised access to children on a 1:1 basis;

Note: the class teacher remains responsible for the organisation of the class and methods of work.

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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, usually approaches the Headteacher or Deputy Headteacher directly.

New **regular** volunteers should be asked to complete the *Volunteer Application Form* to include two referees.

As part of their induction to life at the school, volunteers are provided with basic information such as details of those facilities available to them, emergency procedures, and confidentiality.

All volunteers will be given a copy of our special leaflet, "A practical guide for Volunteer Helpers".

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

Volunteers should be aware of and actively promote our 6 core values:

- INTEGRITY
- PERSEVERANCE
- CONFIDENCE
- EMPATHY
- HONESTY
- KINDNESS

Volunteers should also actively promote our 3 school rules.

- RESPECTFUL
- READY
- SAFE

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Organisation

During a visit to the school each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding.

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 or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. 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 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 Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy, and this is made available on request to volunteers working in the school. Any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits/Forest School activities) are explained by the Class Teacher/Activity Leader. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Insurance Cover

Volunteers are covered by the RPA for third party liability only. They may wish to make their own arrangements for insuring themselves against theft, personal injury, or damage to their own property.

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Child Protection

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

- To ensure the safety of our pupils at all times, all regular volunteers must have been cleared by an enhanced Disclosure and Barring Service (DBS) check and a Barred List check (i.e. an enhanced check for regulated activity).
- It is only possible for a volunteer to begin a placement before the enhanced DBS check has been completed if:
 - a) a Barred List check has been completed; and
 - b) a DBS application has been completed and submitted for verification; and
 - c) the individual is under constant supervision by a member of staff during the period whilst the school awaits final verification.
- Where a volunteer is engaged in a 'one-off, one-day' activity e.g. helping supervise a group of children as part of a class visit, DBS checks may not be carried out on these volunteers.
- Volunteers helping on school trips will be given a copy of the School Trips Volunteer Information and are expected to follow it (Appendix 1).
- All volunteers receive a copy of the Safeguarding Policy and the "Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings". They are asked to sign to say they have read these.

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Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Deputy Headteacher. The Trust's agreed complaints procedure would be followed (available on request from the school office).

The school reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement 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 (and that the agreement be terminated with immediate effect)

Equal Opportunities

The school has an extensive policy on equal opportunities with which we expect volunteers to comply. The policy on equal opportunities applies to volunteers as well as paid members of staff. A copy is available on request.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed every five years and updated in the light of new guidance from either the DfE or LA.

APPENDIX 1

SCHOOL TRIP VOLUNTEER INFORMATION

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group,
- to stay with your allocated group of children, ensuring that their well being, and safety is maintained for the total duration of the school trip,
- to promote polite, respectful, and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering, or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

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What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol, or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.
