

Mundella Primary School

Volunteer Policy



Created/updated by: Anne Tonge

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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
- Ex-pupils
- Ex-members of staff
- 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 & craft activities with children
- Working with children on the computers
- Accompanying school visits
- Undertaking Food Technology activities with small groups of children
- Administration tasks in the School office
- Library tasks

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 a member of the Senior Leadership Team or the class teacher. Volunteers for one off school visits and events should complete a reply slip on the relevant letter or form sent out by class teachers or the office.

Volunteers who would like to help more regularly should complete the *Volunteer Application Form* (Appendix 1) with their contact details, why they would like to be a volunteer and type of activities they would like to help with. Before starting to help in school, all volunteers should complete and return the *Code of Conduct for Adults*, which sets out the school's expectations of volunteers and asks volunteers to confirm that they agree to abide by these expectations and that they have received the 'Information for Volunteers'. They should also receive *Information for Volunteers* (Appendix 2). Volunteers who will be in school at least 4 times in a month will have a short, informal interview. This will be conducted by the Business Manager and

will include a safeguarding question. An information pack including information about safeguarding and emergency procedures will be given at this interview and the information will be highlighted to the volunteer.

STUDENTS

Teaching students and work experience students have a placement arranged as part of their course. Safeguarding checks are carried out by their course provider. Students are given a 'Welcome Pack for Students' prior to or on their first day in school. This includes a copy of Code of Conduct for Adults and information about emergency procedures and safeguarding.

APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEERS



CONFIDENTIAL

Please return this form to Anne Tonge, Business Manager at Mundella Primary School

VOLUNTEER WORK	MUNDELLA PRIMARY SCHOOL
Key Stage you would like to volunteer in: FS/KS1/KS2	Days/times you would like to volunteer:

Full name:	Address:
Daytime Telephone:	
Home Telephone:	
E-mail Address:	Post Code:

SUITABILITY FOR VOLUNTEER WORK

Please tell us about yourself including what skills you can bring to the school, why you want to volunteer and what you can offer Mundella Primary School.

PTO

If you are to be recommended for volunteer work at Mundella School you will be subject to a Disclosure and Barring Criminal Records Bureau check. This will be an **enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

Any information given will be completely confidential and will be considered only in relation to an application for volunteer work at Mundella School

I have read the above statement, and

I have no convictions to declare

I have convictions to declare

REFERENCES - Please give the names and addresses of two people to whom we may write for references. The referees can either be employer or personal

REFEREE (1)
(employer / personal)*delete as appropriate

REFEREE (2)
(employer / personal)*delete as appropriate

Name

Name

Address

Address

Tel No:

Tel No:

Fax No:

Fax No:

DECLARATION

The information on this form is true and correct.

Signature:

Date:

INFORMATION FOR VOLUNTEERS

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 our school.

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:

Mundella School; a school which promotes healthy living and respect for others and where everyone feels valued and able to reach their full potential

CONFIDENTIALITY

Volunteers in school are bound by a code of confidentiality as they may be party to privileged or potentially sensitive information. 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. 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, this is available on request to volunteers working in the school (please ask at the office). Class Teachers 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 / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

SAFEGUARDING

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 this information sheet and asked to sign a 'Code of Conduct for Adults'
- To ensure the safety of our pupils at all times, all our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS) through Sheffield City Council. Please note that a 3 month or more break in volunteering will necessitate a new DBS check.
- Where a Volunteer is engaged in a 'one-off' activity where children will not be left unsupervised with the volunteer e.g. helping supervise a group of children as part of a class visit, ID and proof of address will be checked.

OFF-SITE VISITS

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences.

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

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 personal photographs of children. They are permitted only to use a school camera and must not use their personal mobile phone at any time when children are present.
- 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. Please follow the instructions on the red emergency card that you will be given.

COMPLAINTS PROCEDURE

Any complaints made about a Volunteer will be referred to the Headteacher or other member of the Senior Leadership Team (Headteacher, Assistant Headteachers or Business Manager) for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / or other member of the Senior Leadership Team.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Code of Conduct 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. The full Complaints Procedure is set out on the school website (www.mundella.sheffield.sch.uk)