

Mayflower Primary School



SET SAIL FOR SUCCESS

Policy for Volunteers in School

Mayflower Primary School values the involvement of volunteers in school as they bring with them a range of skills and experience which enhance the experience of our pupils and also gives parents and members of the local community a chance to be involved in the life of the school.

Our volunteers include:

- Members of the governing body
- Volunteers from local business
- Relatives of pupils
- University students
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

(Please note that these lists are not exhaustive)

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher, the office, the deputy headteacher or the headteacher

Before stating in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure Barring Service) check*. Forms can be obtained from the school office. We are unable to have

any volunteer in school unless they have been cleared by the Criminal Records Bureau and have shown their certificate in school. The number of this certificate will be recorded. In addition, volunteers who intend to work with children on a regular basis will also be asked to complete an application form which requires the details of two character referees to be given.

(*The only exceptions to this will be those who visit the school for a short period only and who will be supervised by a member of staff AT ALL TIMES. Please consult the Headteacher before making such arrangements.)

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Issues affecting children:

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the family of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- It impinges on their terms of contract;
- It endangers pupils or other members of staff;
- There is a legal obligation to disclose such information;
- It is necessary for legal proceedings;
- Despite the duty of confidence, the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy.

Child Protection

If a child discloses something, this information should be shared promptly with the child's teacher, headteacher or deputy. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Supervision

All volunteers work under the supervision of the class the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, the office, the deputy or the headteacher.

Organisation

The following arrangements are followed:

- Voluntary helpers are given a copy of the school's Health and Safety for Visitors leaflet which includes notes about confidentiality, behaviour and safeguarding of pupils.
- A register of voluntary helpers is kept in the school office. In this way we can keep track of police checks, guidelines etc. It is very important that all staff inform the office of any "new" helper.
- All volunteers are required to sign in and out of school, and to wear a visitors badge for the duration of their visit.

- Teachers should take time to explain the learning objectives and outcomes of activities so that helpers feel confident about what they are doing.
- Helpers should not be asked to do things they are not happy with. Some volunteers prefer to help with practical tasks while others do not. Time should be taken to find out what they are happy doing, so that they will keep coming back!
- If there are concerns about a helper, in the first instance a quiet word may resolve the issue-usually it is just a case of not knowing. For more serious issues teachers should follow the complaints procedure outlined below.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the headteacher/deputy for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

Reviewed September 2015