

STANBURN PRIMARY SCHOOL



Volunteer Policy

Committee Responsible:	
Review Date:	May 2022
Reviewed By: (Committee Name)	
Next Review Date:	
Name and Signature:	Ms E D'Souza



Stanburn Primary School

Believe Achieve Succeed – Learning without limits

1. Introduction

Extra volunteer helpers (an unpaid adult who provides support) at school can bring a range of skills and experience that can enhance the learning opportunities for our pupils. It also frequently allows pupils to work in small groups which enable those pupils to make more progress and the learning to be a more enjoyable experience for them.

The types of activities that volunteers may engage in include:

- Listening to pupils read;
- Working with small groups of pupils to assist them in their learning;
- Working alongside individual pupils, as an additional tutor;
- Helping in the library.

2. Safeguarding

Stanburn Primary School is committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

3. Becoming a Volunteer

Anyone wishing to become a volunteer should complete a Volunteer Application Form and will then have a meeting with a member of Senior Leadership Team, where the Volunteer Agreement will be shared and discussed. A volunteer may only start working once this agreement is signed. If a position is available, to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure Barring Service) check before they begin volunteering in the school and no offer of a position will be made until this process is complete.

If appropriate, two references may be sought.

On starting in a volunteer capacity a short Induction will be given so that relevant school policies and documentation can be explained and issued.

Volunteer records should be kept centrally within the school and maintained by the office.

4. Upholding the School Ethos

All adults and young people, who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Stanburn's aims and educational purpose, as identified below:

'Believe Achieve Succeed – Learning without limits'

At Stanburn we are a school community that works together with the common purpose of building confidence in all our children so that they set their sights high, achieve to the best of their ability and try to succeed in all that they do.

We strive for excellence and aim to inspire and challenge all our children to learn skills, develop passions and reach heights they could not imagine!

- It is critically important for pupils to see all adults in school as role models;
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff;
- Your help will bring you into close contact with staff and pupils;
- Much of what you see in school is confidential, so please do not talk about things outside of school;
- Please do everything possible to avoid any physical contact with pupils, even touching;
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, the Headteacher or Deputy Headteachers;
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time);
- Due to confidentiality reason, volunteers are not permitted in the staff room – if you would like tea or coffee during break time, please speak to a member of staff;
- All personal belongings **must** be kept with you at all times or locked away securely (a member of staff will help you with this);
- Mobile phones, personal cameras and recording devices **must** be locked away, out of the reach of children during school hours and **must never** be used to take photographs of pupils, whether in school or out on a school trip or other event;

- If you are in doubt about anything, always ask the advice of a member of staff the Headteacher or Deputy Headteachers;
- Many of the above standards are there not only for the protection of our children, but also for your own, a serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

6. Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers working in the library will at times work independently, as and when agreed by a member of the Senior Leadership Team.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

7. Health and Safety

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or another senior member of staff.

Volunteers are covered by the school's ***Indemnity and Public Liability Insurance***.

8. Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation.

Any complaints made by a volunteer will be dealt with in the same way. The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the terms and conditions;
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class);
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them.

9. Equality, Diversity and Inclusion

At Stanburn Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; disability they may have; their ethnicity, colour or national origin; their gender; religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

10. Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Stanburn Primary School's Policy Schedule.