

Welcome to the Three Rivers Federation



Vision Statement: Nurture and Grow Together

Three Rivers Federation Volunteers Policy

Version	Summary of change	Reviewer	Date	Committee approving	Date
1	No Change		19/11/24	Quality of Education	19.11.20
2	Updated and included line about reference.	Louise Herbert	4/3/24	Quality of education	12.03.24

Volunteers 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/carers
- 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:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Photocopying and laminating
- Preparing resources

Volunteers will not be asked to carry out duties which:

- fall normally within a teacher's responsibility under loco parentis e.g. having sole responsibility for children.
- they must not be asked to cover the absence of staff from School.
- would normally be performed by a contractor engaged by the LA or by the school.
- would require them to have unsupervised access to children.

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 register their interest at the school Office.

It remains up to school staff to decide if and how to deploy volunteers. Also, the school will assign members of staff to school visits in the first instance.

Before starting to help in school, volunteers should complete the Volunteer Induction (See Appendix 1), which sets out the school's expectations of volunteers and asks Volunteers to sign to say they have received this induction. This induction is usually carried out by one of the SLT or Senior Admin Staff.



It is necessary for all volunteers in school to complete an enhanced Disclosure and Barring Service application (DBS) and to have one reference. Volunteers have a Safeguarding induction with the DSL.

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 and our educational purpose as identified below:

Our educational purpose is:

- To teach the curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs.
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.
- To afford all children equality of opportunity and not allow them to be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents/carers and the wider community each having contributions to make to the development of the others.

Volunteers must be made aware of the rules governing behaviour at the School, including the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to life at the School, volunteers should also be provided with basic information such as a plan and details of those facilities available to them e.g. staff room, toilets etc.

It is important that volunteers are made aware of the following procedures:

- all aspects of safeguarding and their responsibility to comply with the policy.
- expectations with regard to confidentiality.
- access to information related to pupils and/or staff.
- expected level of behaviour and an awareness of Professional Codes of Conduct.
- the School's Equal Opportunities policy – especially focusing on issues relating to
- discrimination and the use of appropriate language.
- the School's Complaints procedure.

Confidentiality

Volunteers in school are bound by a strict 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/carers of the child, any persons outside school, on social media or with the child themselves.

Comments made, including those on social media, regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers 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 Executive Headteacher or one of the Heads of School. This is covered in the Safeguarding Policy.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers always retain responsibility for children, 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 including its expected outcome. 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 and Safety

The school has a Health and Safety Policy, and this is made available on request to volunteers working in the school. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and 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/Head Teacher.

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 an induction which includes a Safeguarding Induction. They will be directed to the school's website to the Safeguarding Policy and Keep Children Safe in education.
- To ensure the safety of our children at all times, all of our volunteers who work in school for more than one off activity must complete an enhanced DBS.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, formal checks may not be relevant but these volunteers, who are under constant supervision of school staff and the situation must be risk assessed by staff.
- We ask that your mobile phone is on silent and put away when you arrive at the school and is not used for the duration of your visit. If you need to be contacted in an emergency, you are welcome to use one of three designated areas to take a call: the staff room, the main office or the meeting room. Phones are not to be used elsewhere. If you are expecting a call then the office staff then the office staff can have it in the office and get you when the phone rings.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Headteacher or Head of School for investigation. Any complaints made by a volunteer will be referred to the Head Teacher/Deputy Head Teacher.

The Head Teacher may:

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- Inform the volunteer that the school no longer wishes to use them.
 - Speak with a volunteer about a breach of the volunteer agreement and seek reassurance this will not occur again.
 - Move a volunteer to a different placement e.g. helping with another activity or in another class.

The full complaints procedure is available from the School Website.

Off – Site Residential Visits

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. Thank you for coming 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 and safeguarding arrangements.

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 wellbeing 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 and an interest in the focus of the visit.
- Assist children in their learning by helping them to read signs/labels/information.
- Ask questions that encourage children to think about the task.
- Help to explain areas of interest.
- Follow guidance from school staff.

What is not permitted

- Bringing additional siblings on the school trip.
- Re-organising school visit groups.
- Smoking, drinking alcohol, chewing gum or engaging in any illegal practices.
- Taking photographs of children.
- Using mobile phones, except in the case of an emergency.
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.

First Aid

You will be informed if any child in your group has medical 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 boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of an emergency. 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.

Appendix 1:

The volunteer will receive an induction with the Executive Headteacher/SBM or the Head of School.

The following checklist will be used:

Induction Checklist

- Confidentiality- explanation of confidentiality in school ☐
- Safeguarding-overview of Safeguarding in School and recording via CPOMS. ☐
- Safeguarding- signposting to policies on the website including Keeping Children Safe in education ☐
- References-not required for work experience students, ITT students, Governors but needed for private individuals approaching the school.☐
- Code of Conduct for Staff. ☐
- Data Protection ☐
- Complaints Procedure☐

Signed by Induction Lead.....

Date:

Signed by Volunteer.....

Date:



Appendix 2: Off – Site Visits Volunteer Agreement

REMEMBER:

- In an emergency your first concern must be the safety and security of all the children in your charge.
- **NEVER** leave your group unattended to see to an individual child.
- **GET HELP** immediately and do all you can to inform the Outing Leader or Head Teacher.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or the Head Teacher. It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

For the visit to on.....

I have read the volunteer policy.	
I agree to the terms and conditions as stated in the policy.	
I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.	
I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.	

Signed

Name

Date