

SHAW WOOD ACADEMY



VOLUNTEERS **POLICY**

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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 Shaw Wood Academy. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- members of the Governing Body
- parents of pupils
- ex-pupils
- students on work experience
- university students referred to us by Student Volunteer Services
- ex-members of staff
- local residents
- PTA

The types of activities that Volunteers are engaged in include:

- hearing children read
- working with small groups of children
- working alongside individual children
- undertaking art & craft activities with children
- running after-school clubs eg football
- working with children on the computers
- accompanying school visits

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, eg hearing children read, usually approaches the Headteacher or a member of the school senior leadership team.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of Volunteers and asks Volunteers to confirm they have received a copy of this policy.

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.

Supervision

All Volunteers work under the supervision of the Class Teacher or Group Leader 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 and Safety

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg 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.

Dress Code

Dress and appearance are matters of personal choice and self-expression. However, volunteers should consider the manner of dress and appearance appropriate to their role, which may be different to that adopted in their personal life. Volunteers should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Fire Evacuation Procedures

The fire alarm is a siren emitting a distinctive sound. It does not use the same system as the school bells that indicate lesson change times.

Leaving the classroom

- a) On hearing the alarm, leave with your class immediately in a quiet and orderly manner by the fire door - do not collect belongings.
- b) Make sure doors are shut and lights switched off.
- c) If in any other areas of school, leave the building by the nearest safe exit.
- d) Pupils should not be running nor should they be making unnecessary noise.

Assembly areas

- a) Stand with the class you are working with
- b) The office staff will check all visiting staff are present using the signing in book.
- c) Stay with the class until further instructions are received.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2).
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the DBS. A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity eg helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 3).

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher.

The Headteacher 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, eg 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 in the School Handbook (available from the school office).

Monitoring and Review

This policy has been approved by the school senior leadership team and will be reviewed every two years and updated in the light of new guidance.

Appendix 1

Volunteer Information – for new volunteers

Name of Volunteer:

Date of birth:

Other names known by (including maiden name):

Address:

Telephone:

Emergency Contact Telephone:

What skills/areas would you like to help with in school?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when working as a Volunteer in school? (*Please give details.*)

Please indicate the days/times you are available to help in school?

Thank you for taking time to complete this Volunteer Information sheet.

Please hand it to the School Office and it will be passed to a member of the school leadership team.

Your offer of help is appreciated and we will be in touch shortly

Appendix 2

Volunteer Agreement

Thank you for offering your services as a Volunteer at Shaw Wood Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy.
- If I am related to or know a child in school, I realise that I must follow school procedures if working with him/her and treat him/her in the same way as all other children.
- I agree to support the school's aims and values.
- I agree to treat information I learn from being a Volunteer in school as confidential.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a Volunteer.
- I have been given a copy of, and will read, the school's Safeguarding Procedures, Confidentiality Policy and Code of Conduct for Working with Children

Name: _____

Signed: _____

Date: _____

Appendix 3

Off-Site Visits Volunteer Agreement

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 sign this appendix and return to the school.

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 together and 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 photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats eg ice-creams, biscuits, sweets – before, during or after the school trip without permission from the Group Leader.

First Aid

There will be at least one qualified first aider on each visit. You will be informed if any child in your group has medication/needs. All medicines and first aid box(es) will be carried by staff. If medicine needs to be administered this will be done by a member of staff. If there are any first aid/medical issues, however small, the Group Leader must be informed.

Emergencies

In the case of an emergency 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.

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.

Trip to: _____

Name: _____

Signed: _____

Date: _____