



Where learning's an adventure

VOLUNTEERS POLICY

	Name	Signature	Date
Prepared by:			
Checked and Reviewed by:			
Approved by:	Name: Chair of Governing Body		
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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
- Students on work experience
- University students
- 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
- Running after-school clubs e.g. dancing
- Working with children on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

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 the Headteacher or Deputy Headteacher directly.

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.

Our School Vision

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.

At Copenhagen Primary School our school motto, 'WHERE LEARNING IS AN ADVENTURE', captures our unique philosophy. We are proud to be part of the

local community and work closely with families to help our children develop both academically and socially within a happy and supportive environment. We promise to encourage the aspirations of all our children, providing an exciting curriculum that will nurture a life-long love for learning. Copenhagen Primary School offers a curriculum that is creative and fun. We pride ourselves on meeting the high expectations of pupil behaviour at school and on trips. As a multi-cultural school we actively promote the respect and tolerance of all religions and faiths. We strive to create an environment that is friendly and inviting. Children are provided with the support they need to be safe, have fun, achieve, make a positive contribution and be prepared for economic well-being. We encourage all our children to adopt positive attitudes and lifestyles through a range of opportunities in and out of school.

The vision is underpinned by the following aims and values:

Aims

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.

We want our pupils to leave us well educated, self-confident and caring members of society.

We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

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 or Deputy 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 and this is made available on request to Volunteers working in the school. 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.

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 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 a cleared DBS Certificate (see Schools DBS Guidance). A certificate is issued to the individual to produce in school.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy 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, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DCSF or LEA.

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:	
Date of Birth:	
Other names known by (including maiden names):	
Address:	
Email:	
Phone:	
What skills / areas would you like to help with in school?	
Are there any particular age groups / classes you would like to work with?	
Days and times that your available.	
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i>	

*Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the Headteacher / Deputy Headteacher.
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 Copenhagen Primary School. 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
- I agree to support the School's Aims and Core 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 Criminal Record Bureau check to advise the school of my suitability as a volunteer.
- Please attach a copy of your passport / right to work visa

If you already have a DBS Certificate, please hand it to the school and the school records will be updates in line with the DSB Guidance.

Signed:	
Name:	
Date	

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 return this appendix, and sign and return the helper's slip. 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 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 e.g. ice-creams, biscuits, sweets – before, during or after the school trip.

- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there is any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

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. Under no circumstances will a volunteer be asked to administer medication of any kind. 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. 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.

Signed:	
Name:	
Date:	