

# Grayshott C of E Primary School

## Volunteer Policy



Review Date: Autumn 2018

## **Grayshott CE Primary School**

### **Helping In School**

Thank you for offering to come and help at our school. We are very grateful to you for giving up your time to help our children. There are many ways that your skills can enhance the children's learning: listening to readers, helping with art and craft, cooking, extra-curricular clubs. The positive impact your support gives is enormous and it also gives children the clear message that others are interested in their education.

When you first volunteer to help in school it would be helpful if you can talk to the teacher you will be working with or to the Headteacher. This discussion will identify the ways in which the school can utilise your skills and where you would be best placed to deliver them. You may be based with one particular class or you may wish to work throughout the school. The class teacher with whom you are working will give you guidance and resources for each activity. Please do not hesitate to ask the teacher or activity leader if something is not clear.

We hope that working in school will be a regular commitment on your part: teachers plan activities according to the number of adults they know will be available, and your reliability is valued. We appreciate that emergencies do arise, but whenever possible can we ask you to avoid short-notice cancellations as in the worst-case scenario it can leave the teacher frantically re-shuffling their day's work at the last minute due to lack of adult helpers.

#### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any information gained at the school about children or adults should remain confidential and not be discussed in the playground, outside school or on social media. Any concerns that volunteers have about the pupils they come into contact with should be voiced with school staff and NOT with the parents of the child (please see information on Child Protection). Volunteers should not use their mobile phones, or any other devices, to photograph children, unless they have been asked by the class teacher to photograph children with the school camera. Volunteers who are concerned about anything in the school should raise the matter with the Headteacher or appropriate senior member of staff. If you have any questions about this issue please do not hesitate to speak to the Headteacher.

#### **Child Protection**

We take child protection very seriously and expect all volunteers to have read our child protection and safeguarding policies which are available on our website or in the school office. We request that all volunteers helping in school complete a Disclosure and Barring Service (DBS) clearance form which can be obtained from the office and sign our Volunteer Agreement form (Appendix A). Mrs Pritchard is the Designated Safeguarding Lead (DSL). In her absence, Mr Clarke, Mrs Smith and Mrs Hudd are also trained to carry out the DSL role. If you are concerned about a child, or about the conduct of any adult in school, please talk to the DSL immediately. If a child says something that concerns you, please report this immediately to the DSL. Please do not question the child yourself or discuss this with anyone else.

## **Conduct**

Adults in school address each other in a formal manner when children are present: you too will be called by your preferred title and surname in front of the children and should address other adults in the same way. Although you may not have an official role within school, the children will look up to you as a responsible adult. In line with staff policy we would ask that you do not smoke (including e-cigarettes), chew gum, drink alcohol or use inappropriate language whilst on the school site.

## **Behaviour**

Each class has rules which are clearly displayed, in addition to our whole school behaviour policy. All children and adults are expected to treat each other with respect and in the way in which they would like to be treated. If you feel that a child in your group is not behaving in the appropriate manner, please bring it to the attention of the class teacher immediately so that they can deal with the issue. Our positive approach to discipline centres around catching the children being good and praising them for this; we expect and encourage them to choose to behave in an acceptable manner. We hope that as a helper you will let teachers know if a child or group have worked or behaved particularly well.

## **Health and Safety**

The health and safety of everyone in school is of paramount importance. The school has a Health and Safety Policy and staff undertake regular training. Risk assessments are completed for activities both inside and outside of school; regular fire drills and Health and Safety inspections take place. Please take time to read the abridged Health and Safety policy outside the office, and familiarise yourself with your class's fire procedure, displayed on the wall in the classroom.

## **Procedures for helping in school:**

- Sign in and out at the office in case of an emergency and wear a Volunteer lanyard at all times when in school.
- Sign and follow our Volunteer Agreement (Appendix A).
- Endeavour to work in an open area and if possible keep doors open. Ideally work with at least two children at a time.
- Be aware of child protection procedures. Mrs Pritchard is the Designated Safeguarding Lead (DSL).
- Be clear on fire procedures, behaviour policy, health and safety procedures, toilets, etc...
- Know what to do if a child misbehaves or is ill whilst in your care.
- Be clear on the expected outcomes to be fed back to the class teacher. Do not end up doing the children's work for them!

Please talk to the teacher if you are unsure of any of the above.

We hope that you enjoy your time in school. Thank you for your support.

## **Guidance for Parent Helpers on Educational Visits**

Thank you very much for coming along to help on this visit. We are very grateful to you for giving up your time to help, and hope that you enjoy your visit. Your support enables the children to work in smaller groups and gives you an opportunity to share more fully in their learning. The teacher leading your visit has already notified the LA of the trip, and a Health and Safety risk assessment has been completed. Any relevant information about health and safety will be shared with you by the teacher. The teacher has overall responsibility, so if you have any queries either beforehand or at any time during the day, please speak to them. In this way, any issues arising can be dealt with quickly.

We have a positive approach to behaviour management. We always aim to 'catch children being good' and praise them for this, rather than sanction afterwards. We hope that as a parent helper you will let teachers know if a child or your group have worked or behaved particularly well during the day, so that you too can be involved in our reward system. However, if you feel that a child in your group is not behaving in an appropriate manner, please bring it to the attention of the teacher leading the visit immediately.

In order for everyone to fully enjoy the day and return safely, could we please ask that you keep in mind the following points whilst on your visit:

- Make sure all children in your group are in your view at all times.
- Accompany children if they are asking questions of strangers as part of an activity.
- Encourage the children to be polite at all times.
- Consider other pedestrians and walk in single file along the inside of pavements when necessary.
- Ensure that children only go to the toilet when permission is given, and that you go together as a group.
- Keep a constant mental head count of children and resources, i.e. clipboards. Notify your leader immediately if you cannot see all your children.
- Help maintain the children's focus so that they are listening carefully to any instructions or explanations.
- Only use the school camera to take pictures of children during the visit.

Parents offering to help with lifts in cars should be DBS checked, have appropriate insurance and seating.

Although you may not have an official role within school, the children will look up to you as a responsible adult. In line with staff policy we would ask that you do not smoke (including e-cigarettes), chew gum, drink alcohol or use inappropriate language whilst on the visit: thank you.

In today's world, we have to be especially careful for the welfare of children out of school. Please be vigilant and inform your leader of any issues which cause you concern in any way.

Thank you – have a great day!

## **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Grayshott CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

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 agree to follow the School's Volunteer Policy.
- I agree to support the School's Vision and Ethos.
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I have read the school's child protection/safeguarding policies and will report any concerns to the DSL.
- I have read the Health and Safety information for volunteers.
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Any complaints made about a volunteer or breaches of the above agreement will be referred to the Headteacher or appropriate senior member of staff, for investigation. The Headteacher or designated member of staff 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.
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.