

Signature and date [FGB/committee chair]

Slimbridge Primary School Policy

Approved: Dec 2016

To review: Annually

Slimbridge Primary School

Slimbridge School and Play Group Volunteer Helper Policy

Please note that the term school as used in this policy refers to both Slimbridge Primary School and Slimbridge Little Otters Play Group unless otherwise stated. Where stated the term Class Teacher also refers to the Play Group Leader. This Volunteer Helper Policy forms part of the school's safeguarding systems.

Volunteers at our school bring with them a range of skills, expertise and experience that can enhance the learning opportunities of pupils. Slimbridge Primary School welcomes and encourages volunteers from the local community.

Aims

All adults / young people 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 values, aims and educational purpose. This is identified as:

- nourishing the diverse talents of our pupils
- helping individuals cope with their environment and develop confidence
- encouraging pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values
- encouraging pupils to show tolerance of others
- equipping pupils with the skills they need for the next stages of their education

Our educational purpose is:

- To teach the National Curriculum in a manner which interests and challenges our pupils and meets their present and future needs.
- To develop attitudes, skills and knowledge that will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a life long learning process.
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success.
- To ensure that all pupils have equal opportunities, are not discriminated against on the grounds of class, colour, gender, religion or disability.
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school.

Safeguarding

Slimbridge Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. *Please read this section in conjunction with the school's Safeguarding Policy.*

The types of activities that volunteers engage in include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits and sporting activities
- Leading after school activities

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 the pupils' behaviour and the activity they are undertaking.

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

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 3).
- All of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS document will be issued to the individual to present to the designated member of staff in school.
- Any concerns a volunteer has about child protection issues should be referred to the Head Teacher or other designated Safeguarding officer.

Health and Safety

The Headteacher takes responsibility for health and safety within the school. Any Health and Safety hazards that the Volunteer becomes aware of must be reported to the class teacher.

First Aid

Class teachers or a midday supervisor must be notified immediately of any child in need of first aid. Volunteer helpers do not administer medicine or first aid to any child, even if the Volunteer has received training in administering first aid.

Head Bumps

Class teachers must always be notified of any child who has received a bump to the head.

Asthma and other medical needs

Children will self-administer their own medication. Volunteers should check that the child has their medication with them.

Volunteer Helpers should familiarize themselves with the current guidance on Infection Control. In addition Volunteer Helpers in Little Otters will need to refer to the Health and Hygiene Policy.

Intimate care

Volunteer Helpers need to be familiar with the Intimate Care Policy. All Volunteer Helpers must not help with toileting or dressing children even if the child is personally known to that Volunteer

Fire Drill

The procedure to be followed in a fire is shown in each classroom, the hall and the main corridor. It is the Volunteer Helpers duty to become familiar with this. Fire drills take place termly to ensure that staff and children are confident in carrying out the evacuation procedure. The fire alarm will sound as a continuous ringing bell.

Emergency Evacuation

The same procedure will be followed as for a fire drill. A senior staff member will give further instructions if the Assembly Point has become unsafe to use for any reason.

Behaviour and Discipline

Behaviour expectations are outlined in our school's Behaviour Policy.

Children are expected to behave in a respectful manner at all times. If a child's

behaviour is deemed as unacceptable then the child's teacher should be made aware of this. If you feel a child has behaved particularly well please draw this to the attention of the class teacher.

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school a volunteer may hear conversations that are confidential. This includes issues such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Issues affecting children: Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

If a parent asks about their child's progress please refer them to the class teacher. If there is any need to relay information to the parent this will be done by the class teacher or Head Teacher.

Issues affecting adults in school:

All adults in our school can expect their personal and health issues to remain confidential unless:

- . It impinges on their terms of contract;
- . It endangers pupils or other members of staff;
- . There is a legal obligation to disclose such information;
- . It is necessary for legal proceedings;
- . Despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher or Senior Leadership Team.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Head Teacher 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
- Provide the volunteer with a copy of the school's full Complaints Procedure upon request.

All School Policies are available for volunteer helpers to read upon request.

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

First Name.....

Surname.....

Date of Birth:.....

Address:.....

Phone: Home..... Mobile

What activities/ areas of the school's work would you like to help with?

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 or adjustments we need to make to allow you to work as a Volunteer in School?
 (Please give details)

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of the Head Teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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 have received a copy of the School's Volunteer Policy
- . I agree to support the School's Aims
- . I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- . I understand that an enhanced Disclosure and Barring Service Check (DBS) will be undertaken
- . If you already have a DBS Certificate, please hand it to the school.
- . I have been made aware of who is my designated supervisor e.g. Class Teacher,
- . Signed: _____
- . Name: _____
- . Date:

APPENDIX THREE

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities that 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 and safeguarding arrangements.

Role of the Volunteer Helper

- . To be responsible and look after all of the pupils in your group under the instruction of the Leader of the school trip
- . To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- . To promote polite, respectful and courteous behavior 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 behavior

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties

- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, a member of staff will do this unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

Staff will carry all other medicines and first aid equipment.

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 event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____

Date: _____

Name:

Designation: