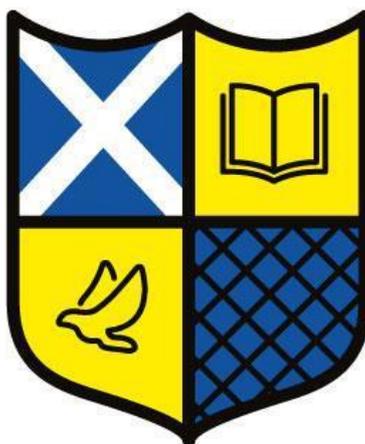


# St. Andrew's CE Primary School

## Volunteer Policy



<b>Approved by:</b>	Human Resources Committee
<b>Last reviewed on:</b>	September 2024
<b>Next review due by:</b>	September 2025

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

**Our volunteers include:**

- Members of the governing body
- Parents of pupils
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

**The types of activities that volunteers are engaged in might include:**

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

**Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher or the Headteacher. 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.

If you are planning to help out on a regular basis (3 or more times a term) you will be required to complete a DBS (Disclosure and Barring Service) check. Forms can be obtained from the school office. We are unable to have any regular volunteer in school unless they have been cleared by the Disclosure and Barring Service and show their certificate in school. Once you have received your certificate please bring it in to the school office so we can record the certificate details on our single central register.

**Signing In**

When you arrive at school you must sign in and get a visitors sticker with either a red lanyard, if we have not seen your DBS or a green lanyard if we have seen your DBS. This shows everyone that you are a welcome guest. It is really important that you sign out when you leave so that we know who is in school in case we need to evacuate the building.

**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 volunteers may hear conversations which are of a confidential nature. These cover aspects 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. 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/carers of the child or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents/carers 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 parents/carers. If a child discloses something, this information should be shared promptly with the child's teacher or Headteacher. If you have concerns you should liaise with the class teacher or a member of the senior leadership team.

### **Safeguarding**

St Andrew's Primary School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

If you are ever concerned about the safety or well-being of someone at our school please talk our schools main designated person, Kim Murdock. If Kim is not available then you can speak to Sophie Thomas or Aimee Yahiaoui, Sarah Chambers or Jen Griffin. If you are reporting a disclosure, write it down as soon as possible in the child's own words and report it to Kim Murdock or one of the SEN team straight away.



Kim Murdock  
Designated  
Safeguard  
Lead  
SenCo



Sophie Thomas  
Headteacher



Aimee Yahiaoui  
Deputy  
SenCo



Sarah Chambers  
Inclusion  
Manager



Jen Griffin  
Deputyhead

## **Behaving safely**

Please be aware that it is essential to adopt appropriate procedures for working with children. Even if you know a child well, or if you are working with your own child, please treat all children with equal care and respect. Do not sit children on your knee or cuddle them in the school situation. Do not favour your own child above others in the class. The way the class teacher interacts with children will give you a good idea about how you should act with children.

Please try to avoid being alone with any single child in any isolated place. This does not include corridors or places of obvious circulation.

## **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. We also ask that volunteers stick within the remit of the task that has been discussed with the class teacher. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

## **Health and Safety**

The school has a Health and Safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

## **Complaints Procedure**

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

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

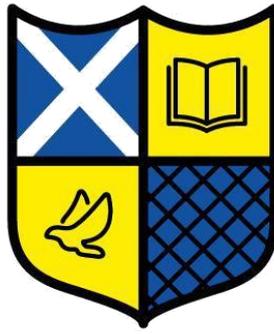
This policy will be reviewed annually or in the light of new guidance from either the DfE or the Local Authority.

## **Toilets**

Please ensure that you use the designated adult toilets that are situated by the staffroom, outside the school office or on the top corridor. Do not use the children's toilets even if you are really desperate!

## **Staff Room**

Volunteers are asked not to use the staff room for their break times. Not only does it get very crowded, but a lot of confidential information is shared between staff at these times.



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**Volunteer Policy**

**APPENDIX 1**  
**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Other names known by (including maiden names):

Address:

Phone:

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

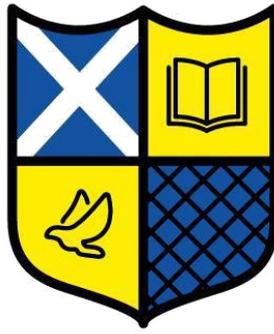
Are there any particular age groups / classes you would like to work with?

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

*Thank you for taking time to complete this Volunteer Information Sheet.*

*Please hand it to the Office.*

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



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**APPENDIX 2**  
**VOLUNTEER AGREEMENT – FOR NEW VOLUNTEERS**

Thank you for offering your services as a Volunteer at St Andrew's C of E 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

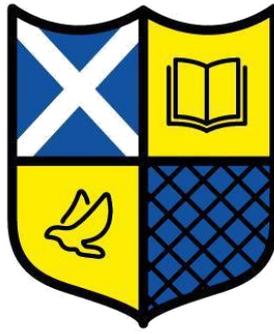
I agree to treat information I learn from being a Volunteer in School as confidential

I understand that I am required to undergo a Disclosing and Barring Service check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate from Brighton and Hove City Council, please hand it to the school and a copy will be made for the school records.

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

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

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



## **St Andrew's C of E Primary School** **School Trip Agreement for Volunteers**

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 immediately 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 are 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 packs 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. (01273 770082)

***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 :..... Date :.....***

***PRINT NAME :.....***