

### **Volunteers in School Policy**

#### **Rationale**

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

- members of the Governing Body
- parents of pupils
- ex-pupils
- students on work experience
- ex-members of staff
- local residents
- friends and supporters of the school.

The types of activities that volunteers engage in, on behalf of the school, include

- listening to 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
- assisting with extra-curricular activities.

#### **Safeguarding**

At Avondale Primary School we are committed to safeguarding pupils, young people and vulnerable adults and we expect our volunteers to share that commitment. All volunteers should report any concern that they may have regarding Child Protection to the class teacher, volunteer co-ordinator (Mrs B Brown and Mrs J Taylor) or the Designated Safeguarding Lead (Mrs V Brown, Mrs K Morgan or Mrs D Wright). It is not for the volunteer to investigate concerns.

Avondale Primary School's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available from the school office or on the school's website.

#### **Becoming a Volunteer**

Anyone wishing to become a volunteer on a regular basis should approach the volunteer co-ordinator (Mrs G Greenaway, Mrs Brown or Mrs J Taylor) via the front office or directly. All volunteers will need to undertake a Disclosure and Barring Service (DBS) Enhanced Disclosure before starting in the school.

#### **Our School Aims**

Everyone who works 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 aims and educational purpose. It is critically important for pupils to see all adults in school as role models.

#### **Volunteer Induction**

All volunteers must undertake an induction session lead by the Headteacher. This will be a session that will discuss role, responsibilities and include safeguarding training. No volunteer will be given a placement in school until training has taken place and all elements of the information matrix have been completed and returned to school.

#### **Volunteer Code of Conduct**

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.

- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.
- Mobile devices must not be used whilst in school

You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.

Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.

Please do everything possible to avoid any physical contact with pupils, even touching.

You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher / Assistant Headteacher.

Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).

All personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely (a member of staff will help you with this).

If you have a child or relative in school, it is important that they are treated in exactly the same way as every other child in school. You should not seek them out or pay particular attention to them.

There is no smoking allowed anywhere on the school site.

Mobile phones should remain out of sight and be put away during school time e.g. drawer, cupboard, locker, handbag etc. They shouldn't be kept on person or on desks in open view. Mobile phones should only be accessed at lunchtime or break time when children are not in close proximity. Children should not be able to listen to adults phone calls. If taking a personal call in a communal area, then please be mindful of others. Whilst in school, mobiles should only access school Wi-Fi rather than personal data – please see Mrs Speakman or Grace Greenaway on how to do this. Mobile phones should not be used to take any photographs whilst in school or of children unless by prior consent from one of the safeguarding leads.

If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Assistant Headteachers.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

### **Confidentiality**

Avondale Primary School has a confidentiality policy. Volunteers may have access to personal information about some individuals, or other information which may be confidential. The school needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they come into contact with should be shared with the Head or Assistant Head teachers and not with any persons outside school.

### **Supervision**

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 pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice from the class teacher or volunteer co-ordinator.

### **Health and Safety**

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. The class teacher will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

### **Equal Opportunities**

Avondale Primary School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

### **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

### **Absence**

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

### **Working Hours**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the co-ordinators, currently Mrs V Brown and Mrs J Taylor. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

Please remember to sign in and out. Upon signing in you will be issued with an orange lanyard which you should wear at all times whilst on the school site. Please hand it back in before you leave. Fire evacuation procedures can be found in each classroom; please make yourself familiar with these.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

### **Complaints Procedure**

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

### **Policy Review**

Date reviewed	Next review
Summer 2025	Summer 2027