

# GREAT CHESTERFORD C OF E PRIMARY ACADEMY



## Procedures and Guidelines for Volunteers

Approved by the Full Governing Body June 2016

Great Chesterford C of E Primary Academy actively encourages the involvement of parents and other members of the Church and local community to enhance experiences of children within our school. It is recognised that when parents are involved, children do better in their education and that involvement by parents and other members of our community, appropriately directed, will benefit the whole school community and enrich the curriculum. We endeavour to involve helpers as fully as possible in school life whilst ensuring safe boundaries for all involved. To ensure the health, safety, well-being and enjoyment of everyone we have drawn up the following procedures and guidelines:

1. School Procedures
2. Guidelines for Class Teachers
3. Guidelines for Volunteers
4. Code of Conduct for Volunteers

## **1. School Procedures**

Members of the school community who would like to volunteer in school should approach the Headteacher in the first instance. In accordance with the school's Equal Opportunities Policy, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

### **Disclosure checks**

Where there is to be regular contact with children and/or a volunteer is in a supervisory capacity a Disclosure and Barring Service (DBS) check will be completed. Disclosure checks must be completed for activities such as reading afternoon, assisting in the classroom, school clubs, swimming. Volunteers also assist on school trips and alongside these School Procedures, there is an additional guidance sheet (Appendix A) which should be read by volunteers prior to the trip. There are activities such as 'Friends' events (fetes, discos etc.) where there is not necessarily direct supervision of children. Decisions to carry out DBS checks for these events should be based on Risk Assessment, with the key questions being:

- Do helpers have unsupervised contact with children (other than their own)?
- Are these activities regular?

The administration of volunteer disclosure checks is coordinated by the MAT Office Manager, Mrs Dyster, for further information on this, please speak to a member of the school office.

In addition, parents/volunteers who assist in the transportation of children to sports/extra- curricular events will be required to provide a valid MOT, insurance and driving license in advance of the activity.

Volunteers will be covered by the School's insurance policy while engaged in approved work. However, personal belongings, including any motor vehicles, are not covered by the school's insurance.

The school will provide an induction in the form of a discussion with the Headteacher, Deputy or Office Manager prior to volunteers spending time in school. This will include guidelines surrounding safeguarding, the importance of confidentiality and emergency procedures. The Volunteer Code of Conduct must be signed before any work is undertaken with a child/group/class of children. Copies of these will be kept in the School Office.

As such, arrangements are by mutual agreement. Both staff and volunteers should be aware that it can be terminated at any point. The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.

## **2. Guidelines for Class Teachers**

Recognising the benefits that volunteers bring to the life of the school, Class Teachers should identify opportunities to involve members of the school community in curricular and extra -curricular activities wherever practical and discuss these with the Headteacher. However, the involvement of volunteers is an optional arrangement and therefore will only be undertaken if the individual Class Teacher feels comfortable about doing so. It is usual practise at our school that regular volunteering is carried out in classes other than those where the individual's own child is taught.

The Class Teacher remains responsible for all pupils. The role of the volunteer is to support the Class Teacher. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at all times. We expect children to behave with the same respect and politeness to any visitors/helpers in the school as they would with members of staff. Volunteers will be given support and clear guidance from the Teacher as to how an activity is to be carried out and its expected outcome.

### **3. Guidelines for Volunteers**

#### **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All those visiting the school should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the general public. This means that no adult should act in a manner which would lead any reasonable person to question their suitability to be with children or act as a role model. The school's Safeguarding Policy makes it clear that all adults have a duty to report concerns they have about the welfare of a child. Any volunteer who finds themselves in this position must speak to the Designated Safeguarding Lead, Mrs Sargeant. A copy of the Safeguarding Policy is available on the School Website or by request.

#### **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 the Class Teacher.

#### **Health & Safety**

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. The induction discussion will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation, Any safety aspects associated with a particular task (e.g. using DT equipment, accompanying children on visits) will be included in directions regarding specific activities with the Class Teacher. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher.

Volunteers are encouraged to seek further advice or guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

In the event of absence, volunteers are expected to telephone and inform the office, prior to their start time, so appropriate arrangements can be made if any cover is required.

All volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.



Great Chesterford C of E Primary Academy

## **CODE OF CONDUCT FOR ALL VOLUNTEERS**

Thank you for volunteering at our school. It is intended that this is a positive experience that will benefit the learning of the children.

This Code of Conduct reflects relevant legislation, expectations and principles for those working with children, and outlines an expectation for only the highest standards of probity and integrity. The Code sets out the minimum requirements that apply, and is not exhaustive. Inevitably, some issues affect some groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct. However, all volunteers are covered by this Code, and as a result, non-compliance or claimed ignorance of the code will normally result in action by the Headteacher as outlined in the School Procedures.

### General Requirements

As a Volunteer within the school, you must:

Be honest and trustworthy

Follow Health and Safety procedures

Take care of yourself, your colleagues and others whilst at the school

Dress and behave in a manner which promotes healthy and safe working practices and is mindful and respectful of cultural diversity

Display commitment to the aims and ethos of the school conducting yourself in a manner consistent with these at all times

Respect the confidentiality of information relating to children unless its disclosure is either required by law (a copy of the Safeguarding Policy is available on the school website or available on request). Any concerns or queries must be discussed with the school's Safeguarding Officer – Mrs S. Mitchell.

Follow appropriate lines of communication for concerns or complaints

Disclose as required on appointment, or at any time, any civil, criminal charges or convictions

Represent the school positively at all times

Not knowingly distort or misrepresent facts about the school

### With Children

Remember that the emotional, physical, intellectual and moral welfare of all the children is the prime purpose and first concern of our school

Behave with compassion and impartiality

When communicating with children, be positive and constructive and avoid hurtful comments of a personal nature

Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust

### Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites must not involve communication regarding your involvement at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

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

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

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