

Burnhope Primary School

Volunteer Policy

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Head teacher or Deputy Head teacher directly.

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.

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such as way as to actively promote our school vision.

Our vision is to provide a high quality education where high expectations, inclusive approaches and excellent teaching and learning form the basis of all our work. Our children will be encouraged to have a positive attitude to learning and achieve their full potential while working in a caring environment. We will create a culture of achievement for all.

We are committed to providing stimulating learning activities that will ensure our children leave Burnhope Primary School with the skills and knowledge that will prepare them for lifelong learning. We will do this by fostering a love for learning, self confidence and respect for others, while we work in partnership with parents and the local community.

This vision is underpinned by the following aims and values.

Aims

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents / carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

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 Head teacher or Deputy Head teacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head teacher.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers are under constant supervision of school staff.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head teacher / Deputy Head teacher for investigation. Any complaints made by a Volunteer will be referred to the Head teacher / Deputy Head teacher.

The Head teacher 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;

- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out in the School Handbook (available from the School Office).

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually.

Signed: Dated:

Burnhope Primary School

Appendix 1

Volunteer Information Sheet – For New Volunteers

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

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Phone:

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

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

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

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

Please hand it to the Head teacher / Deputy Head teacher

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

Burnhope Primary School

Appendix 2

Volunteer Agreement

Thank you for offering your services as a Volunteer at Burnhope 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 support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Criminal Record Bureau check to advise the school of my suitability as a volunteer.

If you already have a CRB Certificate, please hand it to the school office where a member of staff will take down the relevant information.

Signed: _____

Name: _____

Date: _____

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