

# The Wickford Primary School

## Volunteer Policy

### **Rationale**

At Wickford Primary School we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work of the school. This policy defines the terms and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers.

The contribution of volunteers to the work of the school is valued and respected. Wickford Primary School believes that by providing voluntary opportunities volunteers will gain a range of skills and work experience.

### **Definition**

Volunteers may be described as individuals who use their experience, knowledge and skills to help a setting or organisation free of charge with the primary aim of bringing some benefit to the community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunities.

### **Volunteer code of conduct**

Volunteers at Wickford Primary School are expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

- Respect all school based staff, other volunteers, students, parents, pupils and visiting professionals
- Respect the schools' commitment to diversity and equality for all
- Maintain confidentiality at all times
- Be sensitive towards others.
- Be approachable and pleasant
- Dress and behave in an appropriate manner

### **Types of volunteers**

The Wickford Primary School recognises that there are different types of volunteers including the following:

- Occasional volunteers – these are people who volunteer at events such as an educational visit or assist with particular projects or students on work placement
- Work placements – all volunteers wishing to undertake work experience placements at Wickford Primary School should in the first instance apply in writing to the Headteacher. All work placement volunteers should have a specific interest in working with children
- Regular volunteers - these are the people who take on a particular task/role on an on-going basis. Regular volunteers include those working within the classroom or working on a particular project over a period of time.
- Parent volunteers – volunteers in this category may include parents with a pupil who is currently on the school role and parents whose children previously attended Wickford Primary School. It is recommended that:
  - Parents whose children currently attend Wickford Primary School may only act as volunteers within the classroom when authorised by the Headteacher.

- Parents will only be allowed to work in their own children's classes where the Headteacher is satisfied that this will not interfere with the child's academic or social learning.
- The final decision on the appropriateness of any placement will be made by the Headteacher, including the right to terminate placements.

### **Types of activities for volunteers**

- Working with individual or small groups of children under the direction and supervision of the class teacher
- Making and organising resources and equipment
- Supporting school based staff
- Accompanying school educational visits

### **Child protection/Safeguarding**

The welfare of the children at our school is paramount. In order to ensure the safety of our pupils at all times regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). Occasional volunteers such as parents/carers supporting staff and pupils on off-site educational visits will not be required to have DBS clearance. No person will be able to begin regular voluntary work until a DBS certificate is presented to the school or the school is informed by the LA.

### **Induction**

All volunteers will receive appropriate induction and any additional information pertinent to the volunteer's needs will be provided.

### **Support and supervision**

All volunteers will work under the supervision of the class teacher to which they are assigned. They must be under visual supervision by permanent members of staff at all times. Teachers retain responsibility for our children at all times including behaviour and all classroom activities. Volunteers should have clear guidance from the teacher. They should be encouraged to seek advice and/or guidance from the teacher in the event of any query or issue should they arise.

### **Working hours**

The hours of volunteering will be discussed and mutually agreed between the volunteer and teacher. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Any change must be discussed with the teacher and agreed with the Headteacher.

### **Health and safety**

We have an up to date health and safety policy which will be available to all volunteers. Class teachers will ensure volunteers are informed about emergency procedures, e.g. fire alarms, and any safety aspect associated with a particular task. Volunteers should exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headteacher.

### **Absence**

Volunteers are expected to inform the school by telephone or in person if they are unable to attend a pre-arranged session.

**Complaints procedure**

Any complaints made about a volunteer should be referred to the Headteacher for investigation.

Any complaints made by a volunteer should be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the volunteer agreement
- Offer an alternative placement for the volunteer
- Inform the volunteer that the school no longer wishes to use them

**Monitoring and review**

This policy has been approved by the governing body and will be reviewed annually and updated in line with guidance from the DfE or the LA.

**Policy updated January 2019 and will be reviewed biannually or earlier if necessary.**

**Appendix 1**

## **Volunteer agreement**

I have read Wickford Primary School's voluntary policy and agree to abide by the ethos set out in it.

I am working in Year ..... under the direction of .....

I have received an induction into the role of volunteer and the school and its Health and Safety and Safeguarding procedures.

In order to maintain the health and safety of everyone it is important that volunteers sign in and out of school at the school office.

I am DBS checked.

In the event that I have any concerns about anything I have observed or heard in school I agree to bring that to the attention of the Headteacher.

Name .....

Signed .....

Date .....