



## Vicarage Primary School Volunteer Policy

### The Importance of Volunteers

Volunteers are a welcome resource in helping to raise children's achievement, complementing the work of teachers and teaching assistants. Vicarage Primary School recognises that the school benefits from developing active parental and community links through voluntary work.

Our volunteers include:

- Parents/relatives of pupils
- Ex pupils
- Local residents
- Members of the governing body

### Deployment of Volunteers

All volunteers at Vicarage Primary School are made to feel welcome. During visits each volunteer will be designated a particular member of staff to whom he/she will be directly responsible. Although the Head Teacher retains overall responsibility for volunteers in school, it is delegated to the office manager to make arrangements. It is expected that time is taken to ensure the volunteer is adequately inducted into the role.

The types of activities that volunteers are engaged in include:

- Listening to children read
- Working with small groups of children
- Working alongside individual children within the classroom
- Accompanying school visits

### Becoming a Volunteer

The school regularly receives offers of voluntary support and requests for voluntary placements which we welcome; however we are limited to the number of volunteers we can accommodate at one time. For this reason the school operates a volunteer waiting list system.

Each term the school is able to offer eight voluntary placements. This sits aside from work experience and volunteer enterprise projects. In the interest of supporting our immediate school community, priority will be given to immediate family members of pupils at Vicarage Primary School. The remaining placements will be offered to the volunteers who have reached the top of the waiting list or where a particular skill that a volunteer offers is considered particularly beneficial to the work of the school or needs of the children.

Anyone wishing to become a volunteer must complete the Volunteer Expression of Interest Form which is available from the school office or the school website. When a placement becomes available, volunteers will be contacted and invited to the school for an interview.

On commencing a placement, volunteers will be given an induction to the school which will include a tour of the school and the completion of the induction checklist. Volunteers will also be asked to sign the volunteer agreement.



### **Child Protection**

Vicarage Primary is committed to safeguarding pupils and staff. Volunteers must have undergone the required DBS check. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However such volunteers will be under the constant supervision of school staff.

Where volunteers have concerns about the safety of a child they must inform the class teacher or a member of the Safeguarding Team immediately.

### **Health and Safety**

Safe practice must be promoted at all times. The school has records of risk assessments. All volunteers will be informed of identified risks, the teacher will explain to the volunteer the risk and the control measures in place.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Deputy Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Head Teacher or designated member of staff 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- A copy of the school's complaints procedure is available on the school website or on request from the school office.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with must be raised with the designated safeguarding lead and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school should raise the matter with the Deputy Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

### **Insurance**

Volunteers are covered by the LA Insurance. Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

### **References**

Volunteers are required to provide references upon request.

### **Time frame**

Volunteers must commit to a regular time which will last for a term, after which it will be renewed.



## Vicarage Primary School Volunteer Agreement

### Volunteers are expected to:

- Be outstanding role models for all pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all pupils.
- Maintain confidentiality.
- Establish and maintain a rapport with pupils based on mutual respect.
- Contact the teacher via the school office if they are unable to attend.

### Volunteers have the right to expect:

- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher.
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.
- To be deployed appropriately.

### As teacher, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

As a school we ask that volunteers agree to abide by these expectations of Vicarage Primary School.

**I have read and understood the contents of this Agreement.**

Volunteer \_\_\_\_\_

Date \_\_\_\_\_