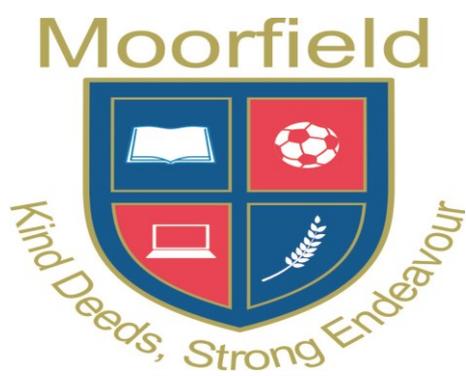


MOORFIELD PRIMARY SCHOOL



VOLUNTEERS IN SCHOOL POLICY

Author	Kathryn Heyes	Nicola Noon (LA)
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Moorfield Primary School Safeguarding Statement

“Moorfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment.”

Moorfield Primary School Equality Statement

“Moorfield Primary School promotes equal opportunities for all pupils, staff and service users. We ensure that all persons have equal access to the full range of opportunities provided by the school. We celebrate diversity and actively encourage respect for all as well as promoting fairness and justice in the education that we provide.”

Introduction

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of the Policy

- To provide parents / staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteers are:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students on initial placements
- Friends of the school – local / national / international
- Other agencies e.g. Widnes Vikings.

Volunteer helpers support the school in a number of ways:

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

Volunteers are not allowed to do the following activities

- Take responsibility for all or some of the class.
- Change very young children or supervise them changing.
- Supervise children in the toilet area.

- Supervise children engaged in PE or other specialist activities.
- Take the children off the school site without a teacher in charge.

The responsibility for the health and welfare of the children remains with the class teacher at all times.

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 and Safety Policy and this is made available on request to volunteers working in the school. Induction will 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 / Headteacher.

Child Protection

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

- To ensure the safety of our pupils at all times, all of our volunteers who support in school must have a current DBS Enhanced Disclosure relevant to children.
- All Volunteers will apply to the school and the school will carry out the appropriate safeguarding checks.
- 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. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff. Such volunteers will be restricted to parent or grand-parent volunteers who are known to the school.

The Headteacher has the authority not to accept the help of volunteers if he / she believes that it is not in the best interest of the children.

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.

Deployment of Parent Helpers

It is the policy of the school to allow parents to support in their own child's classroom, as long as this is not distracting for the child and detrimental to the learning of the class. If the school feels that it is inappropriate for a parent to support in his / her child's class the parent will be asked to support in classes where there is the most need for individual support.

Complaints Procedure

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

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.

Code of Conduct

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

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

Supporting Documents

- Keeping Children Safe in Education; Statutory guidance for schools and colleges (2018)
- Working Together to Safeguard Children (2018)
- What to do if you're worried a child is being abused (2015)
- Information Sharing (DfE: 2015)
- Whistleblowing Policy
- Single Equity Policy and associated suite of policies
- Health & Safety Policy
- Code of Conduct
- Induction Procedures

Signed (Head Teacher):

Date:

Signed (Chair of Governors):

Date:

CODE OF CONDUCT FOR VOLUNTEERS IN SCHOOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

Name of Volunteer: _____

As a school we agree to:

- Explain your tasks / jobs carefully so that you are clear about what we would like you to do with the children.
- Share the school's Behaviour Policy and ethos with you to help you understand how we manage behaviour.
- Ensure that the children you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the children you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task that you feel unprepared to complete.

Signed: _____

Date: _____

As a volunteer helper I agree to:

- Use the school Behaviour Policy and ethos and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS Enhanced Disclosure safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer the school.

I agree not to:

- Look at or compare children's work, records or staff records.
- Share any information about a child or member of staff with anyone outside the school staff team.
- Use mobile phones or take photographs in the classroom or playground.

Signed: _____

Date: _____