



VOLUNTEER POLICY MARCH 2022

AIMS

We aim to provide a welcoming environment where volunteers, teachers and pupils feel equally valued and respected; while ensuring the role of the volunteer is understood and appreciated. We also aim to evaluate the impact on any volunteers within the school, ensuring that the school and the volunteer benefit from the placement.

OBJECTIVES

- To induct all new volunteers, providing them with a health and safety briefing, volunteer notes, and a safeguarding briefing (including e-safety and Volunteer AUP).
- To identify volunteers' strengths and preferences regarding volunteering
- To provide a link co-ordinator to liaise between teachers, volunteers and volunteer organisations to ensure that the volunteering process runs smoothly and all parties are satisfied
- To ensure all volunteers have a current DBS. All volunteers working with children must work in the classroom setting under the supervision of teaching staff. If a criminal record is disclosed, the school may choose not to offer a placement, or will discuss the appropriateness of the placement with the Governing body, before the placement can begin.

EQUAL OPPORTUNITIES

All classes will have the opportunity to work with volunteers over time. Some children may be selected to work with volunteers to provide additional support.

Each volunteer applicant will be treated fairly and allocated based on the needs of the school and their own individual strengths and interests, in line with guidance in this policy.

ORGANISATION

- Volunteers are allocated to classes depending on their preference of key stage and the number of volunteers already allocated to a class. Parent Volunteers will preferably be offered a volunteer position in one of the partner schools. If they are volunteering in their child's school they will be allocated to a different Key Stage their child is in.
- Volunteers usually work with a small group of children on activities relating to the current lesson or on a specific target relating to one or more child/ren set by the class teacher. Many volunteers are reading volunteers and as such they usually work with one child at a time on their reading.
- Volunteers may attend school trips alongside other adults employed by the school. Volunteers should not be separated from the group, and should remain with a member of staff. Volunteers should be briefed by the class teacher before attending a trip and be included on the risk assessment. Volunteers should read and sign the guidance for volunteers going on a school trip.
- Some volunteers help to run after school clubs. This will be done in consultation with the school and under direction from a member of staff.
- Occasionally volunteers may come to the school to talk to the children (for example in assembly, or as part of enterprise week) In this case, as the volunteer is not working directly with children, and will only be visiting the school for a single visit, a DBS is not required. However, the volunteers will still receive Safeguarding information and will need to sign a disclaimer. These visits can only happen if discussed and agreed at a safeguarding team meeting. They will be accompanied throughout the school.

- On some occasions we may be unable to place volunteers within the school (for example when there is already a volunteer in a class on a particular day). If this is the case for a parent volunteer we will try and arrange for them to volunteer at another school in the federation or another local primary school.
- A list is kept by a member of the Leadership Team of current volunteers within each school, including the days that they volunteer, the class they work in and their contact details. This information is shared with staff in case of emergencies.
- Volunteers may be asked not to come to school in particular circumstances, for example during the COVID 19 pandemic, or during Test Week.

VOLUNTEER ORGANISATIONS

There are a number of businesses/ organisations that volunteer at our Schools. These include, STEER Group, AMAZON FRESH, WEIL (Legal Firm). We welcome parent volunteers as we feel that volunteering can benefit their own child. We also welcome PGCE and Bed students from Roehampton university alongside work experience students from local secondary schools and college students aiming for a career with children (NVQ etc).

MONITORING

- Volunteers must sign in on arrival and sign out when they leave
- New volunteers will meet with the member of the LT responsible to be inducted
- Volunteers liaise with the member of the LT responsible and the Class Teacher if there are any difficulties
- The class teacher will inform the member of the LT responsible of any problems or issues relating to the volunteer. If these cannot be resolved then the placement offer may be withdrawn.
- The Designated Leads for Safeguarding (Jo Cranmer and Helen Viggiani and Anna Mulhern) will keep a copy of the signed AUP, The School Office will keep a copy of the DBS details.
- The LT member responsible meets with children who have worked with volunteers to receive feedback on the impact they have had.

TRAINING

Volunteers who work in the school are sometimes given training by their associated volunteering body. Additional information is also given by the school, depending on the age, class etc in which they work. Additional training can be provided by the school depending on the needs of the volunteer/s. Volunteers are sometimes able to attend in-school training, such as TA training, by arrangement with the member of the LT responsible.

VOLUNTEER DAYS

Businesses provide their employees with the opportunity to take part in volunteer days. In the past these have consisted of book making projects, classroom painting and decorating and mural making with children. These are usually organised with the Head teacher and the Premises Officer as part of the premises action plan. Volunteers are supervised and provided with appropriate space so that they are not in contact with the children during the day.

We are very grateful to all organisations who contribute to our school in this way.

Updated: March 2022