



Oxenhope Church of England
Primary School

**Volunteer and Good Practice
Guidance Policy – November 2018**



If you are concerned about the safety of a child, act!

Our Named Persons for Child Protection are John
Parkin (Headteacher), Alice Jones (Deputy Headteacher) and
Gillian Dyson (Pastoral and Learning Mentor)

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

West Yorkshire Police – 101 or 999

Created By:	Date:	Next Review Date:
A Jones	November 2018	November 2020

Volunteer Policy and Good Practice

Guidance

Oxenhope Church of England Primary School Policy Definitions

- Volunteers – adults who work in school on a longer term, more regular basis. These adults are not paid and can be asked to work with children alone (please see Safeguarding and process section)
- Helpers – adults who may come into school on a one off basis to help with certain aspects of the school year ie – school discos, parties, bake sales, trips. These adults will work under the supervision of school staff and will **never** be on their own with a child.

1 Introduction

Thank you for volunteering your time and enthusiasm to our School and its children and staff. Volunteers have a very important role in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Local residents (often retired people)
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school residentials
- Supporting special curriculum days in school
- Supporting practical activities (eg. Art & design or PE)
- Assisting with extracurricular activities
- Fundraising with the 'Friends of Oxenhope'
- Minibus driving – if they have the passed the relevant driving tests □ Making resources

In addition, our governors are volunteers and carry out a range of activities in relation to this role.

2 Safeguarding

Our school is committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

Our volunteers will all undertake a safeguarding induction from a member of the Senior Leadership Team.

If you are worried about the safety of a child please report this to one of our school's safeguarding leads – Mr John Parkin, Mrs Alice Jones, Mrs Gillian Dyson or follow the information on the front of this policy

3 Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis (e.g. to listen to children read) and/or school visits should approach the school, via the school office. **4 Our**

Process for Recruiting Frequent Volunteers

- Attract volunteers via our usual means of communication: website, letters or texts
- The potential volunteers attend a meeting at school for an informal discussion to ensure that they are suitable for the role
- A DBS Enhanced Disclosure is undertaken before the volunteer starts working
- If appropriate, two references may be sought
- The volunteer will be made aware of their role and responsibilities within the school.
- Induction – relevant school policies and documentation should be explained and issued
- Volunteers records are kept centrally in the school office

5 Upholding the Schools Ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our school's aims and educational purpose.

- It is critically important for pupils to see all adults in school as role models □ You are not expected to make judgements about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of the school.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head teacher or a member of the SLT.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) MUST be kept with you at all times, or locked away securely (a member of staff will help you with this). In practise most leave such items in their car or at home.
- Mobile phones, personal cameras and recording devices MUST be locked away, out of the reach of children during school hours and MUST NEVER be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or member of the SLT.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary involvement. Obviously, we hope and expect that such a situation remains extremely rare.

6 Supervision

All volunteers work under the guidance of a teacher or full time member of staff.

Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. If a pupil's behaviour is inappropriate please report it to a member of staff.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's undertaking of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

7 Health & Safety

The school has a Health & Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or other senior member of staff.

Volunteers are covered by the school's Indemnity & Public Liability Insurance.

8 Complaints

Any complaints made about a volunteer will be referred to the Head teacher or delegated to a 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 the volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different 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 they are unable to continue using them
- The volunteer will be provided with a copy of our school's Complaint's Policy.

9 Equality, Diversity & Inclusion

At our School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age, any disability they may have, their

ethnicity, colour or national origin, their gender, their sexual identity, their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

10 Monitoring & Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with our school's policy schedule.

11 Finally...

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at our school, satisfied in the knowledge that you are making a positive contribution.

Written by Alice Jones

Review date November 2020