

# Volunteer Agreement Policy

## Introduction

Silverstone CE Primary welcomes volunteers who can enrich the curriculum as well as supporting children with their learning and in other activities that take place in school, or as part of school outings. The use of volunteers allows a more effective development of the school as a community resource with local people taking part in the life and activities of the school, to the benefit of pupils, staff and parents. Volunteers will not be regarded by the school as substitute labour, but rather as partners in the ongoing development of the school.

## Aims

- To provide opportunities for parents/carers, grandparents or other family members to support the school
- To provide opportunities for parents/carers to contribute to the learning of the children in the school
- To involve members of the community, whenever possible, in the life and work of our school.

## Safeguarding

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

Will Volunteers need a Disclosure and Barring Service (DBS) check?

Yes if....

volunteering on more than one occasion and potentially working with children without staff supervision, then a DBS check is required.

No if...

only attending school for one specific event such as helping in one lesson and been supervised at all times by a member of staff.

Those who help out at specific events e.g. school disco or other FoSS events are not required to have a DBS check but must not have unsupervised access to children.

## **Becoming a Volunteer in School**

Staff must notify Senior Leaders if approached by a parent/carer who wishes to volunteer in school. Senior Leaders will speak to all potential new volunteers to establish the following:

- Why they want to volunteer in school
- How they wish to support the school
- What skills can they bring to the school
- Which Key Stage/Year group would be most appropriate
- When and how often they can support in school

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding
- Child Protection
- Health & Safety
- Fire

As part of the meeting the volunteer will be asked to read and sign a 'Volunteer Code of Conduct' (appendix 1)

## **Roles of Volunteers**

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

Volunteers are **NOT** allowed to:

- Take responsibility for the whole class
- Supervise children engaged in PE or other specialist activities without a teacher present
- Undertake First Aid. A member of staff must be informed of any accident, however small.
- Take children off the school site without a teacher in charge.

Many of the activities that we ask volunteers to help with are the sorts of things that parents do with their own children at home such as:

- Sharing books/listening to readers (see appendix 2)
- Playing games
- Creative activities
- Cooking
- Gardening
- Sewing
- Subject specific support
- Supporting school trips (see appendix 3)
- Supporting individual children

- Helping with classroom organisation or the preparation of resources such as photocopying

The teacher will give you:

- Clear guidelines about the activity
- All the materials you need

### **Procedures and Protocols**

When a volunteer arrives in the school they must sign in at the school office. Volunteers must also sign out when they are leaving the school premises.

A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will wear a badge with a green lanyard. Other volunteers will wear a red lanyard to indicate that they must not be left to supervise children on their own.

Mobile phones should be on silent and volunteers should not use their own electronic devices whilst working with and supporting children.

Volunteer must not administer 'First Aid' to children whilst in school or on school trips. All first aid requirements will be dealt with by a member of staff with first aid qualifications. Volunteers must talk to the class teacher in the first instance if a child has a bump etc.

### **Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school volunteers are likely to become aware of issues relating to individual children. Volunteers may see children struggling with work; be upset; misbehaving or hear/see other information concerning a child while you are with us in school.

Volunteers **MUST NOT** do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If Volunteers ever have any concerns about a child, they must speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer Code of conduct' (see appendix 3) a copy of which will be kept in school.

### **Volunteer Commitment to the School**

- All volunteers should telephone or contact the school in advance if they know they will be unable to attend a session
- All volunteers will arrive at the school at the agreed time

- All volunteers will dress accordingly for their role. We expect all volunteers to adhere to the schools' dress code – appropriate attire which would not cause embarrassment or offence to anyone.
- All volunteers should be extremely discrete and sensitive ie. over the ability of a child in any area of the curriculum and should adhere to the school's confidentiality.
- All volunteers will be respectful to all members of staff and model appropriate behaviour at all times.

### **Suitability**

Senior Leaders will ensure existing volunteers re-read and sign a copy of the 'volunteer code of conduct'. This will normally take place during the start of the academic year.

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

### **Health and Safety**

Although you are not regarded as an employee of the Academy you are required to comply with the Health and Safety at Work Act 1974. The Academy attaches the greatest importance to health and safety and provides a safe working environment. You should ensure that you do not put yourself, or others, at risk.

### **Equal Opportunities**

The Academy is committed to a policy of equality of opportunity and ensures that no person receives less favourable treatment than any other person on any grounds, and is not disadvantaged by conditions or requirements which are not justified in terms of the job to be done.

There is an obligation on all volunteers to ensure that they comply with the Academy's equal opportunities policies in their dealings with pupils, employees and members of the public.

## **Appendix 1 - Form of Acceptance and Code of Conduct**

### **Volunteer Code of Conduct Protocol**

Silverstone CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

#### **1 INTRODUCTION**

This Code of Conduct has been prepared to provide a clear framework of guidelines on the expectation and conduct of all volunteers in our school. All volunteers will be asked to read and sign this Code of Conduct Protocol. If behaviour falls below the standards in this code, volunteers may be prevented from continuing with their volunteering role.

This Code of Conduct Protocol cannot cover every eventuality. Its purpose is to alert you to some areas of common agreement and potential risks of accusation whilst working in a school environment. It does not replace the general requirements of the law, common sense and good conduct.

If any points are unclear or you are not sure of the appropriate action to take in a situation, whether or not it is covered in this Code of Conduct Protocol, please consult the Headteacher.

#### **2 SAFEGUARDING PUPILS**

2.1 Volunteers are responsible for reporting any safeguarding concerns to an appropriate member of staff, usually the class teacher.

2.2 Volunteers may be asked to pass on information to the school's Designated Safeguarding Lead (DSL) for Child Protection. The school's main DSL is the Headteacher James Bloomfield. Our Assistant Headteacher, Andrea Capstick is Deputy DSL's

2.4 Adults cannot promise a child to keep a secret. If a pupil discloses a safeguarding concern then this information must be forwarded to the DSL.

2.5 Volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

2.6 All volunteers must read and understand the school safeguarding policy

#### **3 WORKING WITH CHILDREN**

3.1 As a general rule, adults should work with children in an open space such as the classroom or break out area in the corridor.

3.2 Volunteers must not work alone with one child in a room with a closed door.

3.3 Volunteers must not enter pupil toilets, a member of staff must be notified if a volunteer is aware of an issue within the pupil toilets

3.4 Volunteers must talk to children in a calm manner at all times.

3.5 Volunteers will inform the class teacher regarding any behaviour issues with the children they are working with

3.6 Any child requiring medical attention will be taken to the school office and will be dealt with by a member of staff. In the event of an emergency then inform a member of staff immediately

#### **4 PHYSICAL CONTACT BETWEEN ADULTS AND CHILDREN**

4.1 Physical contact between adults and pupils should be kept to a minimum. We adopt the principle that parents want their children to be given a certain level of physical reassurance if distressed, hurt or otherwise in need. This is the case for all children, but may be appropriate more frequently for younger children

4.2 Young children may be comforted when distressed and may initiate physical contact in other circumstances, but adults should always be aware that innocent physical contact may be misinterpreted by observers or by the recipient.

4.3 All adults should avoid putting themselves in potentially compromising situations by observing the following rules:

- a. Physical control or restraint must only take place in accordance with policy by trained personnel.
- b. Intimate touches, including kisses, should never be given by adults to pupils. Children who give them to adults must be kindly, but firmly, told that it is inappropriate in the school situation. Some children, for example children with special needs related to social interaction, may persist with this behaviour throughout their time at school. In such circumstances staff should ensure that other adults working with the child are aware; continue to discourage the behaviour, and involve the parents in working towards more appropriate social behaviour.
- c. Where a child is distressed or hurt they may seek some sort of physical comfort. Adults should confine this to the minimum required to comfort the child, for example taking the child's hand, putting a hand on their shoulder. Younger children may actively seek a hug or to sit on the adult's knee. The aim of the adult must always be to minimise such contact and it should never take place privately.
- d. Physical contact may be necessary as part of instruction, for example in PE. Whenever practicable, demonstration or instruction without physical contact should be used. In other situations make it clear to the children present what contact will be used and why.

## **5 EXPECTATIONS OF ADULT BEHAVIOUR**

With children:

We act respectfully towards children at all times, for example:

- ✓ Using a range of vocal volume that is appropriate to the learning activity
- ✓ Showing good manners to children and thereby modelling what good manners are
- ✓ Giving children time to express themselves where possible
- ✓ Considering how we would expect to be spoken to ourselves
- ✓ We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors
- ✓ We teach and respond to children as unique individuals
- ✓ Will not shout at a child
- ✓ Will not make fun of or belittle a child through inappropriate comments

With adults:

We act respectfully towards all adults in school at all times, for example

- ✓ Speaking politely to one another
- ✓ We consider all members of the staff team to have equal value, irrespective of their job, and we treat them accordingly
- ✓ When speaking to adults, we always consider how we would expect to be spoken to ourselves. Volunteers and staff must maintain a calm and controlled voice in all professional discussions
- ✓ We never act in a way that undermines a member of staff
- ✓ We all take responsibility for our actions and are prepared to apologise when we have made mistakes and undertake to learn from those errors

## **6 CONFIDENTIALITY AND INFORMATION DISCLOSURE**

Volunteers will be aware of confidential and sensitive information whilst in school. This usually relates to children's academic abilities and attitudes towards work.

6.1 Volunteers are expected to treat all school related information as confidential.

6.2 Volunteers will not disclose information relating to the children and staff to other parents or any person not authorised to receive it.

6.3 Volunteers will inform the Headteacher if they are being confronted by parents asking for sensitive information.

6.4 Volunteers will not express their personal opinions with other parents relating to the children and staff and school procedures at Silverstone CE Primary. Any concerns or issues must be discussed with an appropriate member of staff, or Chair of Governors and not discussed openly with parents or the wider community

## 7 SOCIAL MEDIA

7.1 Social media is for personal use only. Volunteers will not discuss or comment on any school related matters on social media

7.2 Under no circumstances must a volunteer communicate and 'friend' a current pupil or any ex-pupil of the school

## 8 MOBILE PHONES

8.1 Mobile phones should be switched off or on silent and not be used under any circumstances whilst on school premises unless permission has been given by a member of the senior leadership team.

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I agree to abide by the Volunteer Agreement Policy and Code of Conduct outlined above:

School Volunteer

Signed: *J Bloomfield*

Signed:.....

Headteacher

Print Name:.....

Date:.....

Date: .....



## **Appendix 2 - What does 'sharing books with children' mean?**

### **A few quick pointers to help you when you are asked to read or share a book with a child:**

- The teacher will indicate whether you should read to the child or the child should read to you. If this is not clear, ask.
- If the child appears 'stuck' tell them gently to use their phonics and 'sound it out' or encourage a sensible guess based on what has already been read or look at the illustrations for clues, and if all else fails tell them the word. Quite often a lack of confidence will inhibit them from making an attempt and their fear of 'getting it wrong' may result in silence.
- Encourage the child to predict what might happen next and discuss how they feel about the story and characters.
- Make the experience an enjoyable one, sharing your love of books with the child. This is a moment of quality time for you both.
- Please do not move the child onto another band from the reading scheme. If a child has read particularly well, please be sure to share this with the class teacher. Equally, please let the teacher know if there are any problems.

### **Appendix 3 - Guidance for Volunteers for School Trips**

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told that they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick buckets/bags if needed
- The class teacher is responsible for ALL first aid and medication
- The class teacher sets and leads the rules, routines and expectations for the day
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations. Please do not use your mobile phone to do this.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- Do not take photographs/videos of any child on the trip.