

**Austrey C.E. primary School**  
**Policy Statement for Volunteers in School**

**Introduction**

Austrey C.E. Primary School recognises that Volunteers are a welcome resource in helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants.

There is no doubt that the school as a whole benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the School on a voluntary basis.

Volunteers in school provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

**Aims**

- To enhance the quality of children's learning through highly effective teaching.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

**Deployment of Volunteers.**

All volunteers at Austrey CE Primary School will be made to feel welcome.

Volunteers in school will be deployed appropriately and will not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees. The Class Teacher remains responsible for the organisation of the class and methods of work.

The parameters of their role within the School will be clearly defined from the outset in order to avoid the possibility of misunderstanding.

During visits to the School, or visits elsewhere with the School, 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, this would usually be the member of staff making the arrangements.

It is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. It is important that the volunteer is clear as to which member of staff has this responsibility.

All volunteers to Austrey C E Primary School will be made aware of the following as appropriate:

- Volunteers will not have unsupervised access to children.
- Location of toilets and staffroom and invitation to tea/ coffee facilities.
- Location of areas in which they will be working.
- Fire-alarm procedures.
- Expectations with regard to confidentiality.

Volunteers may be used to:

- Celebrate the diversity of skills, knowledge and expertise within our school and wider community.
- Enrich the opportunities within the curriculum through inviting volunteers into school to support, advise and inform both staff and children.
- Provide regular support to children and the classroom.
- Provide opportunities to the children to gain first-hand insight into areas of knowledge, understanding and experience not available from other staff, for example from discussion with a volunteer of a particular faith or religion within an RE unit of work, or a volunteer who has lived in a country being studied within a Geography unit of work.

### **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 Head teacher.

### **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 & Safety Policy and this is made available on request to Volunteers working in the school.

Class Teachers 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) When accompanying children on visits or transporting children, an appropriate Risk assessment is given to the volunteer to read and sign.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher /Head teacher.

### **Safeguarding**

The welfare of our children is paramount.

To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 1)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure and Barring Service( DBS ). This includes volunteers who transport children.
- Where a Volunteer is engaged in a 'one-off' activity e.g. coming to talk to a class about an experience linked to the class topic, no formal checks are carried out on these volunteers, but these volunteers are under the constant supervision of school staff.

### **Insurance**

Volunteers are covered by the LA for third party liability only and the limitations of this insurance will be explained carefully to Volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) should be made aware of the school policy and advised to check with their own car insurance company to ensure that they do not contravene their insurance policy conditions.

### **Allowances**

Although there is no obligation to make financial reimbursement to volunteers; it is sometimes appropriate, in exceptional circumstances, to consider paying out-of-pocket expenses connected with the tasks they undertake for the school. e.g parking fees, fuel costs.

### **Inclusion**

Austrey CE Primary School recognises that there will be times when the School requests the support of a volunteer for whom particular arrangements are necessary. The School operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis. Offers of help will be accepted purely because they fit the needs identified for the specific group of children and enhance and support what is on offer at the school both within and in addition to the curriculum.

### **Health and Safety**

Safe practice must be promoted at all times. The school has a Health and Safety policy and maintains records of Risk Assessment. All volunteers will have their attention drawn to identified risks, the teacher will explain to the volunteer the risk and any specific actions which should or should not be taken by the volunteer.

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Head teacher for investigation. Any complaints made by a Volunteer will be referred to the Head teacher. The Head teacher 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;
- Inform the Volunteer that the school no longer wishes to use them. (The full Complaints Procedure is available from the School Office).

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either DfE or LA.

Latest Review September 2015

(Appendix 1)

Volunteer Agreement

Name .....

Class/es ..... Teacher/s .....

Days / Time/s .....

I have read and agree to abide by the school`s policy on volunteers in school.

Signed ..... date .....